



## Finance and Administration Officer Position Description

Reports To: Executive Director  
Supervises Over: None  
Hours: Full Time  
Classification: Nonexempt  
Salary: DOE  
Location: Eagle Butte, SD and/or Remote

### Job Summary

The Finance and Administration Officer is in charge of all finance and administrative duties at Akiptan. The ideal candidate will have CDFI background/lending experience, but training will be provided. Akiptan is prioritizing the search for a highly motivated and mission-minded individual. As a part of the management team, this position will be involved in strategic planning, executive and evaluation.

### Duties and Responsibilities

The Finance and Administration Officer's duties include, but are not limited to the following:

- Directing financial planning and strategy. This includes creating and monitoring the budget and grant management/allocation.
- Works closely with the senior team on organizational development.
- Overseeing audit and tax functions by implementing and following accounting policies.
- Preparing financial statements and reports for different departments, the Executive Director and the Board of Directors/ Finance and Fundraising Committee on a monthly, quarterly and annual basis.
- Analyzing complex financial data and managing internal controls.
- Filing receipts, contracts, and other documents. Ordering Office supplies.
- Onboarding new employees. Issuing payroll and travel per diems.
- Monitors and pays all bills, including taxes, workers compensation, insurances, retirement and payments to clients.
- Continue to build and manage effective administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure.

### Minimum Qualifications

- Bachelor's degree in accounting or finance is preferred.
- Experience in non profit accounting and being audited
- Experience in grant management/accounting.
- Knowledge of accounting principles.
- Knowledge of taxes, insurances, reemployment and workers compensation.
- Proficient in Quickbooks.
- Computer literacy skills.
- Strong analytical skills.
- Positive customer service skills and good communication skills.
- Basic office skills such as: filing, phone answering, tidiness, etc.

Akiptan offers an exceptional benefits package. This position is open until filled. Please send your resume, references and letter of interest to Skya at [skya@akiptan.org](mailto:skya@akiptan.org). All questions can be directed to Skya at her email address or via phone call at 605-964-8081.

