



Utah Diné Bikéyah

- a non-profit supporting Native Tribes working together to **Protect Bears Ears** -

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Nonprofit Administrator Position Announcement

Contact: Woody Lee, Executive Director, info@utahdinebikeyah.org

Organizational Background

Utah Diné Bikéyah (UDB) is a grassroots 501(c)(3) nonprofit organization with a mission to preserve and protect Native American cultural and natural resources and heal human relationships to each other and the Earth. Through Native American community engagement across the Southwest, UDB works with Tribes that hold ties to Bears Ears National Monument. Founded in 2012, UDB has an 11-person all Native American Board of Directors, a nine-person staff, and programs that include Policy & Planning, Bears Ears Restoration, Traditional Food, Youth, Arts, Communications, and Community Development. Indigenous elders hold deep wisdom on how to steward the earth, so during the Covid-19 pandemic we have shifted our workload to keep our communities safe by delivering water tanks, seeds, sheep, and mutual aid to families. UDB has an office in downtown Salt Lake City, and is planning to open another office in San Juan County, Utah in 2021. For more information, please visit www.utahdinebikeyah.org.

Position Summary: Plans, coordinates, and directs a broad range of services and functions in areas including human resources, and finance. This is a full-time (40 hours/week) position. Salary range is \$55K-80K and will be set based on experience. Note: UDB does not expect to reach the upper end of the salary range unless a candidate is extremely well qualified. Salary is based on qualifications and experience. Reporting to the Executive Director, the Nonprofit Administrator position makes sure the organization runs smoothly; is financially accountable to leadership, the Board, IRS, and the public; has implemented and abides by best practices; has policies and procedures in place for employees and Board; and is compliant with all local, state, and national permits and policies. Position will be located in Salt Lake City or San Juan County, Utah. Native American hiring preference.

Job Responsibilities Include

Financial:

- Ensures all financial transactions are accurately entered into UDB's accounting software.
- Maintains a file of the documentation associated with these transactions.
- Receives invoices, gains approvals, and pays contractors and outside vendors.
- Creates an annual report of vendors who will require a 1099 and works with an outside accountant to ensure those forms are created and mailed.
- Receives employee reimbursement requests, gains approvals, and schedules payments.
- Ensures that all accounts receivable are processed in accordance with UDB policies.
- Completes monthly reconciliations of UDB's bank, credit card, and cash accounts.
- Completes monthly and year-end financial reports for the Executive Director.
- Manages UDB's business credit cards and works with the bank to resolve any problems with those accounts or our bank accounts.
- Works with the Development Director to track grant-related income and expenses and to provide grant financial reports.
- Work with Executive Director and independent accountant on UDB's annual audit or financial review.

Human Resources:

- Is UDB's payroll administrator, and is responsible for adding new employees into the payroll system, entering payroll earnings and deductions, submitting tax letters to our payroll service, and working directly

with our payroll service to resolve any questions.

- Obtains written reports and approvals from supervisors for the number of vacation hours their employees have taken and the time worked for hourly employees.
- Submits biweekly staff payroll and provides the Executive Director with a detailed payroll report.
- Assists in researching and recommending changes to organizational employee policies, and implementing diversity, equity, and inclusion assessments and trainings across the organization.
- Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness of updates.
- Manages employee benefits, such as UDB's health insurance policy.
- Ensures employees receive their W-2 forms.

General Administration

- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Ensures UDB's insurance policies and permits are up-to-date and accurate.

Skills and Knowledge

- Deep knowledge of non-profit management principles, best practices, and regulations.
- Strong communications skills.
- Fluent in financial tracking, reconciliation, reporting, and accounting policies.
- Proficient in computer applications including Quickbooks Online, Word, and Excel.
- Conducts oneself in a calm and professional manner.
- Strong attention to detail.
- Good problem-solving skills.
- Ability to work well among a diverse group of staff and volunteers.
- Willingness to adjust hours to accommodate the needs of the job.
- Ability to work independently and productively in an unstructured environment.

Education/Experience

Master of Public Administration degree plus 2+years experience, OR 5+ years nonprofit management experience and Bachelor's degree (B. A.) from four-year college or university.

Application Instructions

Application will remain open until filled, with priority given to applications received by January 18th, 2021. Qualified candidates should send a resume, letter of interest, writing sample, and two references by email to info@utahdinebikeyah.org

Disclaimer

This description reflects UDB's best effort to describe the functions and qualifications of this position. It is neither a contract, nor an exhaustive statement of duties, responsibilities, or qualifications.