



Position: Kwiyagat Community Academy Business Manager

Salary: \$ 35,000-\$55,000 (based on experience)

Job Type: Full-time (FTE)

Location: Towaoc, Colorado

Position Closing Date: July 15, 2026 or until filled

About Us: Kwiyagat Community Academy ([KCA](#)) is a public charter school in Towaoc, Colorado. The school is authorized by the [Charter School Institute](#) of Colorado as the first public charter school in the state on an Indian Reservation.

Position Summary: Kwiyagat Community Academy is seeking a Business Manager to perform daily transactional financials including, accounts payable, accounts receivable, and payroll. In addition, the position will perform or will be trained to perform annual budgeting, monthly grant and school financial reports and reimbursement requests to the Charter School Institute, KCA Board of Directors, state agencies and private foundations, and work closely with the Ute Mountain Ute Finance Department. The Business Manager will be a Ute Mountain Ute Tribal Employee with generous health benefits and 401K package. KCA employees are paid monthly on the last day of the month.

Key Duties and Responsibilities:

- Financial Accounting Duties, including maintaining accounting records and overall system management, including intercompany, complete payroll, benefit, and tax processing reporting and support Tribal Payroll Department with reconciliations and grant split offs, reconciling bank accounts monthly, grant tracking and administration, reconciling Tribal and School accounting systems, federal reimbursements, cash collections, recording and bank deposits, cash transactions and deposit tracking, support audit coordination and preparation, execution and follow up.
- Payable processing and management, including preparing and executing contracts, knowledge of procurement policies
- Financial Budget Duties, including budget preparation and analysis, long-term planning, and monthly reports.
- Financial Reporting Duties, including month-end close and financial reporting, financial reporting to CSI, Tribe, KCA Board, and stakeholders, communicating audit results, and Financial Transparency compliance.
- Vendor and Human Resource Interface, including creating purchase orders, accounts receivable, payments to contractors, suppliers, contracts, and consultants related to KCA and related grants,

and food service vendors, curriculum subscriptions, copier, computer and network contracts, payroll and employee insurance, workers' compensation, and related subscriptions.

- Attend appropriate training for Ute Mountain Ute Finance Department, CSI and CDE and related to financial reporting.

Qualifications:

- Administrative and financial experience
- Excellent organizational, computing and communication skills
- Basic understanding of indigenous perspectives and Ute culture
- Experience with department level operations and finance
- High level of interpersonal and collaboration skills

Preferred Qualifications (Senior Level Accounting Experience):

- Experience overseeing and/or directly involved in recordkeeping, data-base entry, accounting procedures and financial oversight and audit experiences
- Experience with budget preparation, purchasing and accounts payable and receivable, adjusting entries, cash receipts and executing contracts

Opportunity for growth within the role & with proven competence:

- Federal, State and/or Private Grant Management: organization, facilitation and coordination of budgets, reports, and involved internal and external departments
- Financial Committee participation, collaboration, and preparation for monthly school board meetings, including budget analysis and report preparation

Tribal Preference in Hiring:

- (1) Enrolled Tribal Member of the Ute Mountain Ute Tribe
- (2) Southern Ute and Northern Ute Tribal Members
- (3) Legal Spouse of Ute Mountain Ute Tribal Member
- (4) Other Federal Recognized Native American Tribe
- (5) Other applicants

Supplemental Information:

Please send the following information and application materials to:

- A. Online [Ute Mountain Ute Employment Application](#)
- B. Cover letter addressing how the applicant has the experience and is suitable for the position
- C. Resume outlining education, work experience and other experiences relevant to the position

For questions and to submit your resume, please contact KCA Head of School, Dan Porter at 970-570-9860 dporter@utekca.org