

NATIVE AMERICAN DEVELOPMENT CORPORATION (NADC)

POSITION DESCRIPTION

TITLE: Chief Financial Officer/Director of Finance and Administration

REPORTS TO: Executive Director

SUMMARY: The Native American Development Corporation is a small non-profit organization located in Billings, MT. The mission of NADC is to be a high quality sustainable business consulting and financial entrepreneurship center for the Native American Community. NADC currently serves 6 states with an annual budget of approximately \$5 million. The CFO/Director of Finance and Administration will be responsible for a variety of areas along with the finance and administrative functions. These include senior level financial management, grants management, contracting, planning for expansion, and facilities—and even building relationships with program recipients.

Please visit www.nadc-nabn.org to learn more.

Position

Reporting to the Executive Director (ED), the CEO/Director of Finance and Administration will define processes and implement infrastructure/systems needed to support substantial growth over the next five to 10 years. S/he will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, physical infrastructure, and for profit subsidiary.

As a member of the senior management team, the director will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for expansion to new service center sites both locally and in Tribal communities. In keeping with NADC's values, the director will also interact with program recipients as a mentor.

Specific responsibilities include:

Financial Management

- Executive financial and planning support
- Representation of financial matters to Executive Director, Board of Directors, Independent Auditors, Federal/State/Tribal funding agencies in a culturally competent manner
- Provide assistance with for profit subsidiary
- Special project support evaluating and implementing initiatives including acquisitions; tax credits, system implementations, monitoring,
- Maintenance and enforcement of self-correcting integrated system of policies, procedures, internal control, qualified personnel and electronic networks in most efficient manner.
- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.), with assistance from two office managers.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for NADC's board of directors.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Engage the board of directors to develop short, medium, and long-term financial plans and projections in coordination with ED.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.

Accounting and Administration

- Oversee the finance department to ensure proper maintenance of all accounting systems and function; supervise Native American Development Corporation finance staff. Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Teach/facilitate professional development for NADC staff at approximately three hours per month on financial matters relating to the organization and/or clientele. Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and Native American Development Corporation board of directors; oversee the preparation and communication of monthly and annual financial statements in coordination with grants management and contracts staff.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance with Office of Management and Budget regarding all financial functions.

Desired Qualifications:

- A minimum of an MA, MBA, in Finance or Business, CPA preferred.
- Two-five years of experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million.
- Experience in creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.

- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Knowledge and efficient database management integration of multiple accounting/ grant management and lending software
- Excellent written and oral communication skills
- Demonstrates leadership ability, team management, and interpersonal skills
- Excellent analytical and abstract reasoning skills, plus excellent organization skills * Lending experience a plus
- Experience working with Native American communities preferred
- Personal qualities of integrity, credibility, and a commitment to Nonprofit's mission
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.