



JOB DESCRIPTION

JOB TITLE: Chief Financial Officer **DATE WRITTEN:** 09/16/2022
FUNCTIONAL AREA: Administration **DATE APPROVED:** 09/20/2022
REPORTS TO: Chief Executive Officer **PREPARED BY:** Director of Operations
GRADE: Full time – Exempt **SALARY:** \$90,000- \$105,000

POSITION SUMMARY:

The Chief Finance Officer's primary responsibility is to ensure that the organization is in full compliance with all accounting and financial reporting requirements for federal and private funding. The Finance Officer oversees all accounting activities as well as financial planning, including budget preparation and all financial functions. The CFO will report to and work closely with Phoenix Indian Center Chief Executive Officer and provide financial reports to the Board of Directors. In addition, they will work closely with senior leadership to maintain and implement internal fiscal policies and procedures to increase organizational and programmatic effectiveness and efficiency. They must be able to adapt to a continuously changing environment and thrive in a deadline-focused workplace.

MAJOR FUNCTIONS:

- Process and maintain all billing invoicing, cash receipts and cash disbursements including maintenance of accounting processes and recording
- Conduct cash-flow planning and ensure availability of funds
- Maintain finance policies and procedures
- Review deposits, analyze and process all invoices and purchase orders, and resolve all outstanding A/R and A/P issues
- Maintain computerized accounting system, adding new codes as needed
- Prepare monthly financial statements in conformity with GAAP and Code of Federal Regulations (CFR), etc.
- Process biweekly payroll, review proper coding of time by staff, and ensure timely submission of all government payroll reports as required
- Prepare financial fundraising reports
- Work closely with the CEO for preparation of the annual operating budget, and monitor project spending monthly
- Process quarterly federal grant drawdown requests and other requests for revenue based upon contractual guidelines
- Prepare all private and federal funder financial reports by established deadlines and contractual requirements
- Assist the Director of Development and program staff in the development of grant application budgets, ensuring consistency with approved annual operating budget
- Maintain comprehensive and accurate files for all consultants and vendors
- Work with external auditor to ensure Center completes and passes its annual financial audit including maintaining and updating all supporting schedules, and addressing identified material



weaknesses, significant deficiencies, noncompliance material to financial statements or other concerns noted by the auditor.

- Ensure day-to-day compliance with established internal controls for A/R, A/P, and bank account reconciliations
- Provide the CEO and program managers with special reports and financial analysis upon request
- Process year-end 1099s and ensure completion and distribution of W-2s
- Manage all employee benefits programs
- Participate in all meetings and prepare reports for the Board of Director's Governance, Finance and Audit Committee
- Document and maintain financial records, both through an electronic database and paper copy, in a confidential and timely manner, following Phoenix Indian Center procedures
- Maintain, review, and advise on all organization contracts
- Assure all corporate documents are continually up to date and implement processes to assure all insurance requirements are secured
- Participate in strategic planning sessions
- Participate as a strong team player in all Phoenix Indian Center events and activities
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or relevant area and 10 years relevant experience or any equivalent combination of education and experience with at least three in a nonprofit environment
- Federal grant reporting and compliance experience
- Strong written and verbal communication skills
- Competent self-starter who will take initiative and work independently
- Excellent interpersonal, communication and organizational skills
- Strong administrative ability and attention to detail
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Strong leadership skills, positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency
- Demonstrated ability to manage multiple tasks with attention to detail
- Knowledge and appreciation for the of human service system in greater Phoenix area
- Solution oriented with the ability to strategize, forecast, and solve problems
- Demonstrated experience working with diverse cultures, with specific experience with American Indian communities and culture desired

ADDITIONAL PREFERRED QUALIFICATIONS:

- CPA
- Experience with Sage MIP Accounting system
- Knowledge of human resources laws and practices



PREFERENCE:

In accordance with the Indian Preference Policy, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

Note - All staff requirement:

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Must have dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:

- A complete application packet includes (1) cover letter, (2) resume (3) supplemental information form
- Via Email: info@phxindcenter.org
- Mail Service: Phoenix Indian Center, Inc. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-274-7486
- www.phxindcenter.org Click on Contact Us
- NOTE: Supplemental Information Form can be found at www.phxindcenter.org/employment/