



JOB DESCRIPTION

JOB TITLE: Director of Finance

DATE WRITTEN: 04/29/2024

FUNCTIONAL AREA: Administration

DATE APPROVED: 04/29/2024

REPORTS TO: Chief Executive Officer

PREPARED BY: CEO

GRADE: Full time - Exempt

SALARY: \$90,000 - \$115,000

SUMMARY:

The Director of Finance is responsible for managing the financial operations of the organization, ensuring the organization's financial health and sustainability. This role will oversee the organization's financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The Director of Finance will report to and work closely with the 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 that support the organization's mission and goals. This position is an in-person position.

MAJOR FUNCTIONS:

Financial Management

- Develop and implement financial strategies that support the organization's mission and goals
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems
- Prepare and present financial reports to the Chief Executive Officer and Board of Directors, providing analysis and recommendations as needed
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, annual audits, and other reporting requirements
- Manage relationships with external partners, including banks, auditors, and other financial service providers
- 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 and ensure timely submission of all government payroll reports as required, review proper coding of time by staff
- Prepare financial fundraising reports for the Silver & Turquoise Ball, the biggest fundraising event
- Maintain comprehensive and accurate files for all consultants and vendors
- Maintain and update all supporting schedules needed for annual financial audit
- Ensure day-to-day compliance with established internal controls for A/R, A/P and bank account reconciliations
- Provide the CEO, Director of Programs and Grants Analyst with special reports and financial analysis upon request
- 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
- Manage acquisition of capital goods for all organization equipment including vehicles, computers etc.
- Participate in strategic planning sessions
- Participate as a strong team player in all Phoenix Indian Center events and activities

Budgeting and Forecasting

- Develop and oversee the organization's annual budgeting process, working closely with stakeholders to develop realistic and achievable goals.
- Monitor actual performance against budget and provide regular updates and analysis to the Chief Executive Officer and Board of Directors
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making of the organization
- Develop the Indirect Cost Rate Agreement with the cognizant Federal Agency

Strategic Planning and Leadership

- Work closely with the Chief Executive Officer and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision
- Report to the Finance Committee, collaborating with other committee members to provide strategic financial guidance and support to the organization
- Provide support to the finance team and Executive Team fostering a culture of continuous improvement and professional development
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals

Board Relations and Reporting

- Report on the financial performance of the organization to the Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities
- Collaborate with the Chief Executive Officer and Board of Directors to develop and implement financial policies and procedures that align with the organization's values and strategic goals
- Represent the organization at internal and external events and meetings, providing financial guidance and support as needed

Tax Filing and Employee Benefits

- Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations

- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements
- Process year-end 1099s and ensure completion and distribution of W-2
- Support Director of Operations with all employee benefits programs
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Accounting, Finance, or related field; MBA or CPA strongly preferred
- At least 7 years of progressively responsible experience in financial management, with at least 5 years in a nonprofit organization
- Strong Knowledge of Accounting systems, (MIP Abila, QuickBooks for Non-Profit strongly preferred)
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance
- Strong leadership and management skills, with experience building and leading high-performing teams
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders
- Passion for the mission and work of the organization
- Passionate interest in mentoring others and working as a team

ADDITIONAL PREFERRED REQUIREMENTS

- Demonstrated experience working with diverse cultures, with specific experience with American Indian communities and culture desired. Additionally, they should possess relevant knowledge of the needs of the American Indian/Native American communities in the Greater Phoenix Area and have experience working with Native American programs.
- The ideal candidate for the position should have prior experience working with the Department of Health and Human Services Payment Management System and G6 payment system and be familiar with federal and state reporting systems such as PMS, and Grant Solutions etc.

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
- Dependable transportation, valid driver’s license, and automobile insurance coverage in compliance with Center requirements

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/