



# FIRST NATIONS DEVELOPMENT INSTITUTE

**Position Title:** Finance Officer  
**Reports to:** President  
**Job level:** Exempt  
**Supervisors:** Finance Assistant  
**Location:** Longmont, Colorado

## **POSITION SUMMARY**

The Finance Officer's primary responsibility is to ensure that the organization remains in compliance with all accounting and financial reporting requirements for federal and private funding. The Finance Officer will report to and work closely with First Nations President and provide financial reports to the Board of Directors. In addition, he/she will work with senior leadership to develop, maintain and implement internal fiscal policies and procedures to increase organizational and programmatic effectiveness and efficiency.

He/she must be able to adapt to a continuously changing environment, thrive in a deadline-focused workplace.

## **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Conduct cash flow planning and ensure availability of funds
- Manage accounting for multiple investment funds including monthly reconciliation
- Work with investment fund managers to control cash flow, ensure investments are in line with policies, and fund performance as well as fees charged are reasonable
- Maintain finance policies and procedures
- Review deposits, analyze all invoices and purchase orders, and resolve all outstanding A/R and A/P issues
- Maintain computerized accounting system
- Prepare monthly financial statements in conformity with GAAP
- Process semi-monthly payroll and ensure timely submission of all government payroll reports, review proper coding of time by staff
- Assist the President with preparation of the annual operating budget, and monitor project spending monthly
- Process quarterly federal grant drawdown requests
- Prepare all private and federal funder financial reports by established deadlines
- Assist the Director of Communications and 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
- Act as primary contact for external auditors for completion of annual financial audit and annual 990 tax return



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- 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 President and other program directors with special reports and financial analysis upon request
- Process year-end 1099's and ensure completion and distribution of W-2's
- Manage all employee benefits programs
- Manage Finance Assistant and provide primary backup for all functions assigned to this position

## **REQUIREMENTS**

- Bachelor's degree in accounting
- Federal grant reporting and compliance experience (familiar with 2 CFR 200)
- 5 – 7 years of experience, at least 3 of which was in a nonprofit environment
- Strong written and verbal communication skills required
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture desired
- Competent self-starter who will take initiative and work independently
- Excellent interpersonal, communication and organizational skills
- Strong administrative ability and attention to detail required
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency required

Additional Preferred Requirements:

- CPA
- Proficient in Abila MIP, Excel and Paycomonline

**SALARY RANGE:** \$82,500 – \$87,500

**CLOSING DATE:** October 16, 2020

**BENEFITS:** Employer matched 403b Retirement Plan; Employer health insurance contribution; Health benefits package; Flexible Spending Plan; Paid Time Off; Holidays.

## **TO APPLY**

Submit a cover letter, resume and 3 references to [sklein@firstnations.org](mailto:sklein@firstnations.org). Please note Finance Officer in the title of the email.