Position Title: Finance Officer  
Reports to: President  
Job level: Exempt  
Supervises: 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.

The Finance Officer must be able to adapt to a continuously changing environment and 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 and 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 and 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 VP of Grantmaking, Development and Communications 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
• 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 program directors 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
• Manage Finance Assistant and provide primary backup for all functions assigned to this position

REQUIREMENTS

• Bachelor’s in accounting
• Federal grant reporting and compliance experience (familiar with 2 CFR 200)
• 5 to 7 years of experience, at least 3 of which in a nonprofit environment
• Strong written and verbal communication skills
• 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
• 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

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 HumanResources@firstnations.org. Please note Finance Officer in title of the email.