



Finance and Operations Director

The Opportunity

Native Governance Center is hiring a Finance and Operations Director. This position provides overall direction for all financial management, accounting and budgeting function, will oversee the organization's Human Resource function and processes, and technology services. The ideal candidate is energized by working in a setting reflective of the consistent change, pace and realities of a new and developing organization.

Native Governance Center is a Native American-led nonprofit organization located in St. Paul, Minnesota. Our mission is to assist Tribal nations in strengthening their governance systems and capacity to exercise sovereignty. Native Governance Center assists Tribes in their effort to improve governance through two main program areas: leadership development and Tribal governance support. We serve both elected Tribal leaders and grassroots Native leaders (including Native youth).

Position Summary

Manages and directs all financial and accounting activities. Performs financial planning as part of the management team and leads staff in annual budgeting process. Manages finance and operations staff. In conjunction with Program Team, develops and implements a tribal financial best practices program. Oversees the Human Resource functions and processes, and technology services for the organization. Travel up to 20% of the time is required.

Responsibilities

Accounting/Financial Services (50%)

- Manage the finance infrastructure of the organization (accounting, treasury, finance).
- Monthly financial close, financial reporting, financial analysis.
- Budgeting and financial forecasting.
- Cash flow management and projections.
- Quality review of accounting work performed by staff and contractors.
- Dashboards, key metric benchmarking and trend analysis.
- Payroll processing and related filings.
- Facilitate annual audit by preparing and reviewing work papers, communicating with auditors and completing other tasks as needed.
- Gather information necessary to prepare the organization's annual tax return.

Human Resource Management (20%)

- Ensure that HR procedures and policies are in line with applicable state and federal requirements.
- Process all new hire and exit paperwork for the organization.
- Maintain all personnel files.
- Work with management team to identify training needs for staff and assist with sourcing in-house and external training opportunities.
- Perform salary and benefit audit as needed to make sure organization is in line with industry standards.



NATIVE GOVERNANCE CENTER

Supporting Tribes. Empowering Leaders.

Technology Systems Management (15%)

- Oversee all the organization's technology systems, policies, and procedures.
- Continually evaluate systems and policies to ensure the organization is using digital tools for the best use.
- Be responsible for overall implementation of website.

Financial Governance Training (15%)

- Provide input on the design and implementation of financial best practice education for the organization.
- Facilitate training for tribal finance best practices.
- Work with Program Team to provide tribal financial governance support.

Required Qualifications

- Demonstrated knowledge and understanding of organization's mission.
- Bachelor's degree in finance or related field from an accredited institution. Master's degree in relevant field preferred.
- Five or more years of demonstrated finance experience with a preference for nonprofit experience.
- Experience working in or with Native communities.
- Ability to design and implement strategies and establish benchmarks or indicators of success.
- Excellent written and verbal communication skills with an ability to interact with diverse groups.
- Ability and willingness to work both independently and cooperatively in a small office environment.
- Advanced knowledge of management procedures and practices, such as personnel supervision and planning, and managing to a budget, especially as pertains to nonprofits.
- Experience interacting with a board of directors.

Preferred Qualifications

- Previous experience using Quickbooks or other financial software suites.
- Familiarity with Salesforce and/or other CRM systems.

Additional Information

- Reports to: Executive Director
- Job Type: Full Time, Salary
- Location: St. Paul, MN
- Travel: Up to 20% of your time
- Compensation: Salary commensurate with experience; comprehensive benefits package. Salary range from \$75,000 - \$85,000.

How to Apply

If interested in this opportunity, please submit a cover letter and resume to hello@nativegov.org. **The application deadline is March 8, 2019.**