

## **NATIVE GOVERNANCE CENTER POSITION DESCRIPTION**

### **JOB TITLE: Finance and Operations Manager**

**POSITION SUMMARY:** The Finance and Operations Manager plays a critical role in supporting the financial, human resources, and administrative operations of the organization. This position is responsible for management of core financial operations, payroll and HR administration, and ensuring the smooth operation of virtual office management. Additionally, the Finance and Operations Manager coordinates with the board of directors to facilitate organizational governance. Must be able to travel up to 15% of the time.

**SUPERVISORY RESPONSIBILITIES:** None

### **ESSENTIAL JOB FUNCTIONS:**

*Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Perform regular non profit accounting transactions, including verifying, classifying, and recording accounts payable and receivable; preparing and posting entries to the general ledger; and managing bills, invoices, and bank deposits.
- Maintain accurate financial records, including reconciling program, development, and financial data; prepare financial reports and analysis, and support board of directors reporting with clear and actionable data.
- Ensure compliance with financial policies and procedures and coordinate annual audit and 990 preparation.
- Serves as support for human resources functions including recruiting, on- and off-boarding, benefits, employee engagement, leave and attendance tracking, payroll, and employee records; facilitates and communicates organizational policies and programs and ensures labor law and regulatory compliance
- Maintains confidence and protects operations by keeping information confidential.
- Other duties may be assigned.

### **QUALIFICATIONS:**

#### Skills and Abilities:

- Excitement for the mission of NGC and desire to work according to its stated values of honoring sovereignty, practicing humility, being a good relative, centering indigeneity, and embracing fun.
- Strong analytical skills with the ability to interpret complex financial data and draw meaningful insights.
- Strong experience with non-profit accounting.
- A proactive approach to problem-solving with strong decision-making skills.
- Ability to handle multiple tasks and duties simultaneously and manage workload by priorities.
- Independently motivated, with the ability to take on tasks and duties without immediate direction.
- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- Professional level verbal and written communications skills.
- Ability, initiative, and motivation to work productively in a home office and communicate clearly and often with remote team members through email, phone, and video calls. Access to high-speed internet is required.

#### Education, training, and experience:

- 5+ years of experience in nonprofit bookkeeping, with a thorough understanding of GAAP accounting principles and practices.
- 2-3 years of experience in human resources, including benefits administration, payroll processing, and compliance with employment laws and regulations.
- Bachelor's degree or equivalent combination of education, training, and experience
- Advanced Quickbooks Online skills
- Advanced Google Workspace skills
- Proficiency with or an ability to quickly become familiar with organization-specific programs and software, including Slack, Monday, BambooHR, and Salesforce.

Preferred:

- Degree in finance, accounting, business administration, or related field
- Experience working in or with Indigenous communities

Typical physical requirements:

Essential tasks for this position are typically performed on a computer, with some travel and transporting of supplies.

- Repetitive motion of hands, fingers, wrists for 4 to 8 hours per day.
- Computer screen use for up to 8 hours per day.
- Communicating with others to exchange information.
- Travel up to 15% of the time.
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

**CLASSIFICATION:** Exempt  
**REMOTE**