

## Native American Development Center/NATIVE, Inc.



### JOB ANNOUNCEMENT

**Position:** Chief Finance Officer  
**Salary:** DOE&E  
**Benefits:** Negotiable  
**Status:** Exempt  
**Location:** All administrative staff are headquartered in Bismarck office  
**Reports to:** Chief Executive Officer  
**Organization:** Native American Development Center and NATIVE, Inc.  
**Closes:** By 11:59 p.m. on December 7, 2022

#### Organization Overviews:

##### **Native American Development Center (dba NDNADC) mission:**

To provide affordable lending services and financial education to Native Americans throughout North Dakota, on or off tribal lands.

Website: <https://www.ndnativecenter.org> Established in 2012, NADC has four employees.

##### **Native Community Development, Inc. (dba NATIVE, Inc.) mission:**

To create safe and inclusive communities within urban areas across North Dakota through affordable housing, culture, education and workforce and economic services. Established in 2019.

Website: <https://www.ndnadc.org>

#### JOB SUMMARY

A rewarding career opportunity for a Chief Financial Officer is currently available to oversee finance and support business and operational functions at both companies, (i.e., Native American Development Center (NADC) and Native Community Development, Inc. (NATIVE, Inc.)). The CFO oversees all financial and grants management, asset management, operational and information technology activity and its affiliates, including, but not limited to, ensuring systems for financial controls and regulatory compliance; overseeing accounting, tax and financial reporting functions; sharing in oversight of real estate financing, government contracts and corporate and partnership structuring; overseeing budgeting and financial and real estate asset management; overseeing treasury and cash flow and financing activity; maintaining relationships with financial partners; providing leadership in planning and policy development; overseeing financial information systems and administration; overseeing risk management; and sharing in the oversight of appropriate legal matters.

The CFO supervises all other finance and business office employees.

#### ATTRACTION TO THE ROLE:

- NADC and NATIVE, Inc. are both currently expanding into South Dakota to meet the demand in tribal and urban communities and the requests by Tribal leaders. We are seeking an enthusiastic senior level finance leader who finds purpose in helping Tribal and other marginalized and distressed populations within the Northern Plains both on and off reservations.
- Both are fast-paced, fast-growing, and financially healthy non-profit organizations (nearly 30 employees) that sits on the precipice of setting a new strategic direction.
- Both are Diversity, Racial Equity, and Inclusion (DREI)-focused organizations during a cultural transformation.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

A successful candidate for the CFO position will possess at minimum 10 years of progressively responsible senior level financial and broad-based leadership and management experience including but not limited to the following knowledge, skills and abilities:

- Proven ability to manage the finances, accounting practices and controls of a dynamic, complex and sophisticated non-profit, multi-faceted organization with a social enterprise approach, with a few million-dollar balance sheet; demonstrated ability to provide organizational leadership as a member of the Executive Management Team (XMT)
- Able to develop and build organizational capacity in the financial and accounting functions to ensure the following systems and processes are continually evaluated and improved as necessary: fund accounting software systems property and asset management accounting systems existing and emerging information technology
- Working knowledge of affordable housing/real estate finance as well as demonstrated LIHTC and HUD financing and related federal housing programs experience, prior experience in partnership and property management accounting preferable
- Ability to embrace a culture of diverse, racial equity and inclusion-focused operational excellence
- Exceptional financial, operational, legal, and organizational risk identification, management, projection and mitigation skills
- Demonstrated track record of leading and developing a high-performing staff in the functional areas under the CFO's purview; ability to motivate and hold staff accountable
- Superior interpersonal, persuasiveness, diplomacy, negotiation and influencing and stakeholder relationship management capabilities; excellent written communication and presentation skills; ability to convey complex ideas and concepts to diverse audiences in layman's terms that inspire a high level of confidence
- Strong interest in mission-based social-economic and cultural justice work
- Proactively communicates with the CEO, Executive Management Team, and Board members (when appropriate)
- Well-developed organizational skills and attention to detail; responsible in managing and meeting reporting deadlines; ability to prioritize work effectively and adjust to multiple demands; ability to balance financial and program goals
- Able to work closely and fast paced with the Chief Executive Officer.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **FINANCIAL MANAGEMENT**

- Oversee a system of financial management commensurate with the scale of complexity of NADC/NATIVE, Inc.'s organizational activities and in alignment with NADC/NATIVE, Inc.'s Theory of Change
- Advise and support the CEO, Executive and Senior Management Teams, Finance and Audit Teams and Board of Directors on issues related to NADC/NATIVE, Inc.'s finances and assets
- Through support and supervision of the CEO, ensure the timeliness, quality, accuracy, development and efficient management of NADC/NATIVE, Inc.'s financial and accounting systems and the preparation and distribution of timely, accurate financial statements
- Oversee production of financial performance analyses, forecasts, and commentary for the Executive Management Team, CEO, Finance Team and Board of Directors
- Oversee all internal and external audits; and
- Ensure compliance with all NADC/NATIVE, Inc. financial performance requirements
- Monitor cash flow and analyze financial performance and report financial results
- Evaluate variances, determine underlying causes; identify and implement solutions
- Establish and monitor productivity metrics; assist the president in developing strategies to improve productivity and effectively distribute work across team members

- Develop, implement and evaluate company budgets (monthly, quarterly, and annual) and project budgets
- Key role in budgeting, controlling costs and keeping the organization on track financially
- Review financial information and adjust operational budgets to promote profitability.

### **ACCOUNTING RECORD & TAX MANAGEMENT**

- Ensure accurate bookkeeping; maintain general ledgers and balance accounts.
- Prepare internal financial statements
- Work with the tax accountant to ensure accurate and timely tax filings, including local, state, and federal
- Revenue Management / Client Satisfaction:
  - Maintain and manage effective time tracking for the company
  - Accounts receivable management ensuring complete and accurate billing
  - Develop and maintain revenue reporting and projections, analyze, report trends and variances
  - Monitoring revenue margins and worker productivity, as well as implementing new directives for growth
  - Study business forecasts, sales reports and financial statements to find ways to maximize results
  - Oversee customer support processes and organize them to enhance customer satisfaction
  - Manage relationships / agreements with external partners/vendors.

### **ACCOUNTS PAYABLE MANAGEMENT**

- Manage the processing and approval of invoices and issue payments
- Ensure current and accurate vendor records, including contracts, insurance certificates and W-9 forms
- Manage preparation and distribution of 1099 tax forms
- Business Operations:
  - Manage company data/information sharing and storage
  - Manage company assets, including inventory tracking and annual inventory audit
  - Monitor business processes to ensure effective and efficient operations
  - Develop and implement policies and procedures for improved utilization and operations.
  - Identify cost savings opportunities and offer recommendations for improvement
  - Evaluate overall performance by gathering, analyzing and interpreting data and metrics.
  - Liaise Project Administrators to set strategic goals and make decisions for operational activities
  - Plan and monitor the day-to-day running of business to ensure smooth operation
  - Evaluate the efficiency of business procedures according to organizational objectives on a regular basis and apply relevant improvements
  - Manage procurement processes and coordinate material and resources allocation.

### **HUMAN RESOURCES**

- Administer payroll, human resource procedures, office procedures and related workflow.
- Support staffing changes, including hiring and terminating employees
- Establish and maintain procedures for the orientation of new employees; ensure successful onboarding and planning of staff development
- Ensure adherence to human resource policies and related legal and/or compliance requirements.
- Maintain employee records and administer employee benefits, including company retirement and healthcare plans
- Good communication and interpersonal skills to help the different parts of an organization work

together

- Create a positive culture where the work can get done
- Facilitate communication between employees and departments, resolve disputes or disagreement.

### **BUDGETING, PLANNING, AND POLICY DEVELOPMENT**

- Oversee the annual budget and budgets by grant as well as long term financial planning for the organization
- Play leadership role in developing corporate strategic and business plans and financial forecasts and work closely with Executive Team members to support both short-term decision making and longer-term strategic planning
- Play financial leadership role in corporate policy development

### **FINANCE, TREASURY, CASH FLOW & INVESTOR RELATIONS**

- Oversee financing strategies, activities and banking relationships
- Oversee cash and investments to appropriately balance risk, return and liquidity; and
- Upon request, represent the organization to financial partners including financial institutions, investors, foundation executives, public officials, and others

### **ASSET MANAGEMENT**

- Through support and supervision of CEO, oversee asset management activities, including:
  - Portfolio recapitalization and asset management plans for properties
  - Legal, regulatory and partnership compliance regarding all property portfolio functions
  - Preparation and submission of quarterly and annual reports
  - Through support and supervision of CEO, oversee planning, administering and monitoring risk management and insurance activities

### **BUSINESS MANAGEMENT**

- Through support and supervision of the CEO, oversee structuring and administration of NADC/NATIVE, Inc. and affiliate corporate and partnership entities
- Assist with financial issues related to housing development, including low-income housing tax-credit project and financing structuring
- Through support and supervision of Business Officer, oversee the budget and financial compliance of government contracts
- Manage, along with other Team members, attorney relationships and monitor pending and potential litigation

### **OPERATIONS AND INFORMATION TECHNOLOGY**

- Through support and supervision of the CEO and Business Officer, ensure the efficient execution of NADC/NATIVE, Inc.'s corporate operations
- Oversee the development of operational effectiveness initiatives, including expanding NADC/NATIVE, Inc.'s use of business intelligence tools, standardizing corporate policies and business processes, leading continual improvement in the use of technology, and overseeing other key organizational infrastructure projects
- Through support and supervision of the CEO and Business Officer, oversee the management of shared services and maintain efficient, effective business operations to ensure that staff have equitable access to resources

### **OTHER**

- Participate in advocacy and fundraising activities related to the organization when appropriate
- Other responsibilities as required by the CEO.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in accounting, finance or economics from an accredited college/university required; CPA certification and/or MBA or relevant MS degrees would be a definite plus.
- Experience working with Tribal governments, a plus.

Applicants must meet all the required qualifications and preference will be given to individuals who have a combination of experience, knowledge, skills, and abilities in nonprofit accounting, technology, and strong Excel spreadsheet software skills.

**COMPENSATION/BENEFITS:** Negotiable

**Knowledge and experience in the following areas:**

- Accounting
- Human resources
- Financial management
- Expertise in SAGE 300, QuickBooks and Microsoft® Excel
- Detail-oriented with an entrepreneurial bias to action
- Strong project management experience, communication skills and writing ability
- Demonstrated leadership and management skills
- Experience operating independently
- In-depth knowledge of diverse business functions and principles (e.g., finance, customer service, human resources, etc.).

**APPLICATION DEADLINE:**

By 11:59 p.m. on December 6, 2022

**TO APPLY:**

A cover letter and resume should be directed to:

By Mail or Dropped Off:

NADC/NATIVE, Inc.

Director of Human Resources

2403 East Thayer Avenue

Bismarck, North Dakota 5850

OR

Email to: [lorraine@ndnadc.org](mailto:lorraine@ndnadc.org)

Native American Development Center and NATIVE, Inc. is an Equal Opportunity Employer!