

POSITION DESCRIPTION

Position Title:	Chief Financial Officer
Reports to:	Executive Director, OWEESTA
Job Level:	Exempt
Hours:	Full Time
Supervises:	Staff Accountant
Position Summary:	The CFO is responsible for all financial matters of First Nations Oweesta. The CFO will report to and work closely with the Executive Director. In addition, s/he will partner with the senior leadership and the board of directors to develop and implement strategies across the organization. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants. S/he must be able to adapt to the continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing finance staff.

Specific responsibilities will include:

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Engage the finance committee of the board of directors to develop short, medium, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration

- Oversee the finance department to ensure proper maintenance of all accounting systems and function; supervise Oweesta's finance staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and Oweesta's board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

Desired Qualifications:

- A minimum of a BS; a CPA and/or MBA would be a plus
- At least five years' experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Knowledge of AccuFund accounting software
- Excellent written and oral communication skills
- Demonstrates leadership ability, team management, and interpersonal skills
- Excellent analytical and abstract reasoning skills, plus excellent organization skills

Special Requirements:

- Must be available to work a flexible schedule as requested by the Executive Director.
- Work schedule might involve some evenings and weekends
- Some travel maybe required

Benefits:

- Oweesta provides a SIMPLE IRA Plan or 408(p) retirement plan which is similar to a 401(K) plan.
- Health and vision insurance package
- Dental insurance
- Basic Life, AD&D, and Short-term disability plan