

National Indian Health Board



February 2019

Dynamic, National Non Profit Serving Indian Country Seeks a Seasoned Finance Director

The National Indian Health Board (NIHB) seeks a **Finance Director** to oversee all NIHB fiscal/operational functions and collaborate with the senior management team to build organizational capacity, ensure financial sustainability and integrity and assist with financial growth. S/he reports to the Chief Executive Officer and directs all fiscal activities in accordance with Generally Accepted Accounting Principles and Federal Grant guidance. This is a great opportunity for a finance and operations leader to strengthen the internal capacity of a high-impact, mission-driven organization directly involved in improving healthcare and public health in Indian Country.

Duties and responsibilities of this position include, and are not limited to the following:

- Maintain the financial integrity and function of the organization, including ongoing improvement and implementation of internal controls and SOPs for finance, accounting, and daily operations;
- Oversee and maintain the General Journal, Voucher Register, Cash Receipts Journal and General Ledgers including the actual posting and recording of transactions and reconciliations, plus tax reporting, labor reporting, and other similar activities;
- Lead and coordinate development of annual budget for the organization and track budget matters throughout the year, keeping the Executive Director updated on organizational financial positions and any potential issues and concerns;
- Generate monthly, quarterly and annual financial reports with in-depth analysis in clear, understandable language for the CEO, the Board and Senior Staff;
- Provide strategic advice/insight on and management of accounting, overall finances, IT and administrative operations;
- Manage annual audit process, liaising with external auditors, CEO and Board members as needed to facilitate audit procedures and any necessary changes;
- Develop reliable cash flow forecasting, reporting, and policies to ensure that adequate cash is available for all operational needs;
- Coordinate with grants compliance and other staff to complete and submit all cost reports in a timely manner and review recorded activity to ensure it's permitted under contract/grant regulations;
- Supervise and manage accounting and grants administration staff in accordance with best management practices and NIHB expectations, policies, and procedures;
- Optimize banking, deposit, and vendor relationships to best serve the needs of the NIHB;
- Perform all work to the best practices for all aspects under the span of control and with complete integrity and a very high level of professional ethics; and
- Work effectively and efficiently with all internal staff, external vendors/contractors, and others;
- Oversee personnel, maintain staff personnel files, manage benefits, payroll, 401(k) and related matters.

Required qualifications include, and are not limited to the following:

- Bachelor's degree in a relevant subject such as finance, accounting, or business with at least 24 semester credits in accounting courses, and an advanced degree (JD, MBA, MPA, etc.) and/or CPA preferred;
- Minimum of 3 years' experience in, and proven success with, hands-on management of financial aspects of a non-profit organization funded by federal and other grants or nonprofit audit experience;
- Minimum of 3 years' experience effectively supervising and managing accounting staff in a positive, reliable, consistent and proactive manner;
- Advanced experience with MS Excel, Quickbooks, and other accounting software;
- Great written and verbal communication combined with great cultural competency and interpersonal skills, can speak clearly and in non-technical terms so that managers, executives, and Board members easily understand and can act on financial matters;
- Excellent organizational skills combined with the capacity to determine and execute on priorities in a timely manner; and
- Experienced with payroll processing (ADP); and
- Presentation skills for Board presentation.
- Ability to keep the CEO informed on a regular basis of all financial and fiscal concerns.
- A strong interest in improving the healthcare for American Indians and Alaska Natives.

NIHB offers a mission-driven, fast-moving environment where intelligence, integrity, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health care for all American Indian and Alaska Natives.

This position is based in our offices in Washington, DC. We have a robust benefits package and are located one block to the Eastern Market Metro (Orange line). **American Indians and Alaska Natives strongly encouraged to apply.** Please see www.nihb.org for more information. EOE.

HOW TO APPLY:

Interested candidates prepare the following information about yourself and email it as instructed below:

1. Your resume;
2. Your cover letter;
3. Salary history; and
4. Preferred/required salary range you are seeking.

Send your application packet to jobs@nihb.org with your name and the title of the position you are applying for in the subject line. Final candidate must successfully undergo a background check as a condition of employment.