

National Indian Health Board



Immediate Opening

Director of Finance

ABOUT THE ORGANIZATION

The National Indian Health Board (NIHB) is the nation's premiere leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic nonprofit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service.

- 29 full-time employees, expected to grow to 50 by Q1 2022
- \$6.2 million annual operating budget
- Majority of funding from federal grants, from the US Department of Health and Human Services/related agencies. Requires high proficiency in federal grant reporting, budgeting, carryover request, no cost extensions, Federal Financial Reports, etc.
- 2020 organization financial audit recently completed, with a clean audit

POSITION SUMMARY

The National Indian Health Board seeks an experienced, enthusiastic Director of Finance to oversee the day-to-day administration of the organization's finance functions. The Director of Finance will act as a stabilizing force in the organization, and ensure financial sustainability and integrity, directing all fiscal activities in accordance with Generally Accepted Accounting Principles and Federal Grant guidance reimbursement principles. The incumbent will also oversee cost and general accounting, payroll, risk management, and accounts receivable/payable/collection. The Director will report to the Chief Operating Officer and

collaborate with the senior leadership team to aid in building organizational capacity, assuring federal grant compliance and sustainability. This position is based in Washington, DC.

POSITION RESPONSIBILITIES

- Plan, implement, direct, and evaluate the organization's fiscal function
- In collaboration with CEO and COO, create NIHB's 2022 budget
- Manage financial forecasting and budgeting, and oversee the preparation of all financial reporting
- Prepare and coordinate schedules required for the annual audit and 990, and liaise with external auditors, consultants, and the finance and audit committees of the Board of Directors
- Manage the A133 compliance audit and the Schedule of Expenditure on Federal Awards (SEFA)
- Develop and maintain budgets, forecast monitoring models and act as lead on formal monitoring and reporting
- Manage and provide leadership in all aspects of financial management of federal grants (tracking, budget, and budget narrative preparation in collaboration with programs staff; timely, accurate, thorough and otherwise compliant reporting to funders and federal government)
- Provide program staff with monthly project burn rates, assisting with budget rewrites as necessary
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs of the organization
- Lead completion of implementation of Monday.com grants management system
- Review and update NIHB's financial policies and procedures
- Lead process to create an Indirect Cost Rate
- Oversee payroll- and benefits-related financial processes
- Evaluate and implement IT procedures and equipment for maximum efficiency and cost containment
- Prepare and deliver reports to the CEO and/or NIHB Board of Directors on annual, quarterly, and ad hoc basis
- Assist with special projects as assigned by CEO or COO
- Supervise Finance Department staff
- Other duties as assigned

REQUIREMENTS

- Bachelor's degree in accounting or finance-related field; MBA or Master's degree in related field is desirable
- 10 to 15 years professional experience as nonprofit Finance Director or CFO managing the accounting function in a 501(c)3 nonprofit organization with a \$5-\$15 million annual operating budget
- Current working knowledge of federal and private grants management and reporting

- Expertise in Quickbooks
- Proficiency with the OMB Uniform Guidance Audit Report
- Experience negotiating contracts and service agreements
- Ability to work with diverse populations, including various boards, public officials, and tribal leaders
- Skilled in employing tact, diplomacy, and neutrality when dealing with confidential matters
- Excellent written and oral communication skills
- Exceptional organizational skills and attention to detail
- Time management skills with a proven ability to meet deadlines
- High-level analytical and problem-solving skills
- Strong supervisory and leadership skills

HOW TO APPLY

Qualified candidates are invited to send your cover letter and resume to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:

- Medical, dental, and vision coverage with premiums fully paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays