



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
P.O. Box 99100, Seattle, WA 98139
Main: 206-285-4425

POSITION ANNOUNCEMENT FINANCE DIRECTOR

Posted: November 24th, 2015

United Indians of All Tribes Foundation (UIATF) seeks a **Finance Director** to oversee, manage and execute finance, planning, budgeting, accounting, payroll, and financial reporting for funders; and to participate in strategic vision with senior leadership. This position is full-time and reports directly to the Executive Director. The location is at our headquarters in the iconic Daybreak Star Indian Cultural Center in Seattle's Discovery Park.

Founded in 1970, UIATF is a 501(c)(3) not-for-profit organization with an illustrious history serving Native people in the Puget Sound region and beyond. Our mission is to provide educational, cultural and social services that reconnect Indigenous people to our heritage by strengthening our sense of belonging and significance as Native people. At three locations in Seattle and around the region, we empower, preserve and sustain a strong sense of tribal identity, culture, tradition, health and wellbeing for all American Indian, Alaska Native, Native Hawaiian, First Nations, Inuit, Métis, and other North American Indigenous people.

Responsibilities & Duties

- Manage and develop accounting staff, functions, policies, and practices within budget;
- Maintain accounting records in conformance with Generally Accepted Accounting Principles (GAAP);
- Continually seek opportunities to improve efficiencies, strengthen controls, and safeguard assets;
- Maintain accurate, current documentation of systems and procedures;
- Analyze financial data and present reports in an accurate and timely manner;
- Clearly communicate monthly, quarterly, and annual financial statements;
- Collate financial reporting materials for all donor segments, and
- Oversee all financial, event/project/program and grant accounting;
- Coordinate and lead the annual audit process, liaise with external auditors and the board finance committee; assess any necessary changes;
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership abreast of the organization's financial status;
- Oversee and manage grants and contracts administration including reporting requirements, renewals, and contract and grantee compliance;
- Manage cash flow and forecasting;
- Oversee risk management, including annual renewal of insurance policies;
- Keep the organization in compliance with tax laws, including annual preparation of Form 990;
- Keep the organization up-to-date with business and charity licenses and registrations;
- Participate in development of business plans and grant programs;
- Support gift shop, art gallery, and e-commerce activities including vendor contracts, sales, and taxes;
- Support major and minor event admissions, sales, and concessions;

- Ensure tracking and timely acknowledgment of donations, contributions and gifts including monetary, in-kind services, in-kind items, employer matching gifts, etc.;
- Support development of a planned giving program including stock, real estate, bequests, etc.;
- Ensure that the finance office is staffed regularly;
- Attend most finance committee and board meetings, which may be held during evenings or on weekends;
- Participate in professional networking and development activities;
- Build, support and enhance a positive, productive organizational culture and workplace that demonstrates integrity, honesty, trust, support, and respect;
- In addition to specific accounting and finance operations, perform activities and duties in some or all assigned areas, which may include facility management, logistics and procurement, contracts, information technology, administration, and/or human resources, depending on experience, interests, and organizational needs;
- Represent UIATF professionally in all respects.

Qualifications

- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus. A well-organized and self-directed individual who is politically savvy and a team player.
- Bachelor's degree (BA) in accounting and five to ten years' experience in nonprofit accounting OR equivalent combination of education and experience. MBA or CPA credentials are a plus;
- Progressive responsibility in accounting and at least five years as a chief financial officer OR in a senior level accounting and finance role;
- Experience with federal, state, and local government grant funding programs;
- An experienced leader and financial executive with appropriate experience, preferably in nonprofit organizations;
- Consistently exemplary ethical standards;
- Experience leading budgeting for operations in the \$3M-\$10M range;
- Ability to dialogue with the Executive Director, Board Members, and Management Team in a candid, learning, and organizational manner. Ability to relate to people at all levels of an organization and possesses excellent communication skills.
- Engage in developing the Board's literacy in financial information;
- An excellent negotiator, experienced in contracts;
- A decisive individual who possesses "big picture" perspective and is well versed in systems and business processes;
- An individual that has experience, strong knowledge, and an intimate understanding of Indian culture, tribal politics and Native American heritage.
- Ability to read, analyze, interpret, and present complex documents with a useful amount of detail;
- Respond effectively to sensitive inquiries and complaints;
- Make effective and persuasive speeches and presentations on controversial or complex topics to the Board and to people outside the organization;
- Detail-oriented with strong analytical skills;
- Extensive experience with QuickBooks and MS-Office, including Excel;
- Willing to have credit check, criminal background, and alcohol and drug screening tests conducted.

Compensation

The annual salary for this position is \$70,000-\$80,000 per year and an excellent benefits and compensation package.

How to Apply

To apply for this exciting position, please send (1) a one-page cover letter describing your interest, and (2) a complete resume to jobs@unitedindians.org to be considered for an interview.

Candidates selected for interviews should be prepared to bring a completed application form found at <http://www.unitedindians.org/wp-content/uploads/2014/10/APPLICATIONFOREmployment-2012-Fillable-Form.pdf> Please, however, do *not* provide your SSN unless hired; leave that question blank.

We will confirm receipt of your complete application by email. Please do not call, because that would slow down the hiring process and we want to be able to serve all applicants equally and quickly. We plan to begin reviewing applications right away and expect to start scheduling interviews by the second week of December.

We're eager to fill this position quickly and at the same time we're prepared to accommodate the timing requirements of our top applicants.

We will continue to accept applications until the position is filled.

Americans with Disabilities Specifications

PHYSICAL DEMANDS Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for the position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

United Indians of All Tribes Foundation is an Equal Opportunity Employer