

Organization: Native Arts and Cultures Foundation
Position: **Director of Finance**

Salary Range: \$85,000 to \$95,000 DOE
Benefits: Paid vacation and holidays; healthcare allowance
Supervisor: President

Organizational Overview:

The Native Arts and Cultures Foundation (NACF) is a Native-led national organization dedicated to promoting the revitalization, appreciation and perpetuation of indigenous arts and cultures. Its mission is to advance equity and cultural knowledge, focusing on the power of arts and collaboration to strengthen Native communities and promote positive social change with American Indian, Native Hawaiian, and Alaska Native people in the United States. Through its program initiatives, NACF supports Native artists, culture bearers, and projects that are focused on environmental, cultural, and social change. We support artists to create new work, develop their arts practice, and produce projects in collaboration with communities. Support includes financial resources, artist training and professional development, presenting and promoting artist work, and project management. NACF will continue with community engagement across the continental 48 states, Alaska and Hawaii as it pertains to raising the visibility and availability of Native resources and knowledge to address cultural equity, anti-racism, and decolonization.

Located in the Pacific Northwest, an area known for its rich Native traditions and dedication to artistic endeavors, NACF is based out of Vancouver, Washington and Portland, Oregon. This year Yale Union, a contemporary arts center, repatriated their Portland, Oregon 40,000-square-foot building to NACF and in 2021 it will become the Center for Native Arts and Cultures.

Primary Responsibilities:

The director of finance is responsible for the overall financial health and operation of the organization. The DOF reports to the president and is the senior staff person for finance, accounting and investments. In addition to providing counsel and strategic support to the president on all financial matters, the DOF also serves as an advisor to the board and is the staff lead with the board's finance committee. While this position is the executive level finance person the size of the staff is such that the DOF will also be required to perform more routine day-to-day tasks, e.g. bookkeeping entries and bank deposits.

Responsibilities:

General:

- Bookkeeping (accounts payable and bank reconciliations), payroll and investment management are outsourced to third-party providers. The DOF is responsible for oversight and supervision of all of these functions and for some day-to-day tasks, e.g. closing entries and bank deposits.

- Ensuring adherence to financial and accounting laws, rules and best practices, including conformance to GAAP.
- Ensuring financial, accounting and investment policies are up-to-date

Accounting:

- Managing relationship with outside auditor to ensure completion of annual financial audit, IRS 990 and all required tax and charitable registration filings.
- Preparing timely reports on financial performance for president (monthly) and board (quarterly).

Investments:

- Managing relationship with investment manager(s) and ensuring board is appraised of investment performance, compliance with investment policy, and make recommendations to board as appropriate.
- Monitoring the organization's cash pool and investment allocations to ensure adequate liquidity at all times.

Finance:

- Leading financial planning for the organization by analyzing its performance and risks
- Managing the annual budget development and approval process. Monitor financial performance against budget and report on same to president (monthly) and board (quarterly).
- Coordinating with program and development staff on grant budgets.
- Retaining constant awareness of the organization's financial position, acting to anticipate and identify problems; acting to implement solutions or make recommendations to president and/or board as required.

Center for Native Arts & Culture:

- Serving as lead finance staff on capital campaign. Ensure campaign aligns with organization's financial resources and capacity.
- Managing Center for Native Arts & Cultures building. Supervise staff (space rental, events, maintenance, janitorial).
- Overseeing and coordinating renovation & retrofit project teams.

Other Business Functions:

- Managing the organization's IT system in conjunction with third-party service partner.
- Reviewing all contracts and agreements (including grant award agreements) and managing insurance policies to ensure adequate and appropriate coverage.

Requirements

- Proven experience as director of finance or similar role
- 7+ years finance and accounting principles, laws and best practices
- 3+ years not-for-profit accounting and finance, including management of grants, fundraising, and donor restricted funds.
- Solid knowledge of financial analysis and forecasting
- Experience and demonstrated facility working with American Indian, Native Hawaiian and Alaska Native populations, or other peoples of color.
- Proficient in the use of Apple software, cloud-based accounting programs (QuickBooks Online) and virtual-office systems
- An analytical mind and strategic ability
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Bachelor's Degree or higher.