



JOB ANNOUNCEMENT

TITLE: Chief Financial Officer (CFO 1.0 FTE)
HOURS: Monday to Friday - 8:00 A.M. to 5:00 P.M. (some outside hours)
SALARY: DOE plus full benefits package

SUMMARY:

The Chief Finance Officer's primary responsibility is to ensure that the organization is in full compliance with all accounting and financial reporting requirements for federal and private funding. The Finance Officer oversees all accounting activities as well as financial planning, including budget preparation and all financial functions. The CFO will report to and work closely with Phoenix Indian Center Chief Executive Officer and provide financial reports to the Board of Directors. In addition, he/she will work closely with senior leadership to maintain and implement internal fiscal policies and procedures to increase organizational and programmatic effectiveness and efficiency. He/she must be able to adapt to a continuously changing environment and thrive in a deadline-focused workplace.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Process and maintain all billing invoicing, cash receipts and cash disbursements including maintenance of accounting processes and recording
 - Conduct cash-flow planning and ensure availability of funds
 - Maintain finance policies and procedures
 - Review deposits, analyze and process all invoices and purchase orders, and resolve all outstanding A/R and A/P issues
 - Maintain computerized accounting system, adding new codes as needed
 - Prepare monthly financial statements in conformity with GAAP and OMB Circular A133 etc.
 - Process biweekly payroll and ensure timely submission of all government payroll reports as required, review proper coding of time by staff
 - Prepare financial fundraising reports
 - Work closely with the CEO for preparation of the annual operating budget, and monitor project spending monthly
 - Process Federal grant drawdown requests and other requests for revenue based upon contractual guidelines
 - Prepare all private and federal funded financial reports by established deadlines and contractual requirements including the annual Indirect Cost Proposal.
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- Assist the Development Director and program staff in the development of grant application budgets, ensuring consistency with approved annual operating budget
- Maintain comprehensive and accurate files for all consultants and vendors
- Maintain and update all supporting schedules needed for annual financial audit
- Ensure day-to-day compliance with established internal controls for A/R, A/P and bank account reconciliations
- Provide the CEO and program directors with special reports and financial analysis upon request
- Process year-end 1099s and ensure completion and distribution of W-2s
- Manage all employee benefits programs
- Participate in all meetings and prepare reports for the Board of Director's Governance, Finance and Audit Committee
- Document and maintain financial records, both through a electronic database and paper copy, in a confidential and timely manner, following Phoenix Indian Center procedures
- Maintain, review and advise on all organization contracts
- Interface and serve as lead contact for all IT activities, including management of contract with outside IT contracted services
- Oversee all organization equipment including vehicles, computers and manage acquisition of capital goods
- Assure all corporate documents are continually up to date and implement processes to assure all insurance requirements are secured
- Participate in strategic planning sessions
- Participate as a strong team player in all Phoenix Indian Center events and activities
- Interface with all corporate insurance providers and all vendors

REQUIREMENTS:

- Bachelor's degree in accounting or relevant area and 10 years relevant experience or any equivalent combination of education and experience with at least three in a nonprofit environment
 - Extensive Federal grant accounting, reporting and compliance experience
 - Strong written and verbal communication skills
 - Demonstrated experience working with diverse cultures, with specific experience with American Indian communities and culture desired
 - Competent self-starter who will take initiative and work independently
 - Excellent interpersonal, communication and organizational skills
 - Strong administrative ability and attention to detail
 - Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
 - Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency
 - Demonstrated ability to manage multiple tasks with attention to detail
 - Strong leadership skills and a valued addition to the team
 - Knowledge and appreciate for the of human service system in greater Phoenix area
 - Solution oriented with the ability to strategize, forecast and solve problems
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- Experience with Sage/Abila Non-Profit Accounting system

ADDITIONAL PREFERRED REQUIREMENTS

- CPA

CLOSING DATE: OPEN UNTIL FILLED (Posting Date: August 24, 2015)

SUBMIT COMPLETED APPLICATION INCLUDE RESUME TO: *Mail to:* PHOENIX INDIAN CENTER PERSONNEL, 4520 North Central Avenue, Suite 250, Phoenix, AZ 85012; *Email PDF File to* cortiz@phxindcenter.org; *Fax to* 602-274-7496; *For further information contact* 602-264-6768, ext 2103. You can learn more about the Phoenix Indian Center at www.phxindcenter.org

PREFERENCE: In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, please submit a copy of your Certificate of Indian Blood (CIB) or enrollment card.
