



# Native American Youth and Family Center

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**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Chief Finance Officer

<b>Position:</b>	<b>Chief Finance Officer</b>
<b>Department/Program:</b>	Finance Department
<b>Compensation:</b>	Starts at \$150,000 and will commensurate based on experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm and working from home; flexible work schedule available upon approval; some evenings and occasional weekends
<b>Supervision:</b>	Finance Staff
<b>Reports To:</b>	Chief Executive Officer
<b>Job Location:</b>	Hybrid remote and in office work
<b>Created/Revised:</b>	May 2022

### **About the Native American Youth and Family Center (NAYA):**

Founded by the community, for the community, NAYA is a family of numerous tribes and voices who are rooted in sustaining tradition and building cultural wealth. We provide culturally-specific programs and services that guide our people in the direction of personal success and balance through cultural empowerment. Our continuum of lifetime services creates a wraparound, holistic healthy environment that is Youth Centered, Family Driven, Elder Guided.

### **Our Mission:**

To enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education.

### **Our Vision:**

The Portland region has a large, growing proud Native community grounded in our traditional worldview. Our united and connected community celebrates our multicultural and multi-tribal heritage as a source of strength. Our healthy community understands the connection between our environment, our culture, our spirituality and our wellness. Our economically secure families thrive and live in homes that provide stability and a place to practice culture and connection to community. Our successful businesses support the entire Native community and its prosperity.

### **Position Description:**

This position is responsible for providing direction, support, and strategic leadership for the Native American Youth and Family Center. The Chief Finance Officer (CFO) reports to the Chief Executive Officer and has direct

## Position Description continued:

oversight of the finance department and leads the finance management team in all aspects of fiscal management. The CFO will play a critical role in partnering with the leadership team in strategic decision making as NAYA continues to enhance its quality programming and community development. This is a tremendous opportunity for a visionary finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

## Essential Functions:

- Plan, organize, direct and evaluate the organization's fiscal function and performance
- Oversee and lead annual budgeting and planning process in conjunction with the CEO and leadership team
- Administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status
- Manage organizational cash flow and forecasting
- Review monthly results and implement monthly variance reporting
- Prepare supporting information for the annual audit and collaborate with the Board's Finance and Audit Committee and the external auditors as necessary
- Direct the finance group in providing timely and accurate analysis of budgets, financial reports and financial information to the directors, staff, the CEO and the board in order to make informed financial decisions
- Management and direct oversight of finance staff including hiring, performance evaluation, discipline, and time reporting
- Provide support and direction to Directors and Program Managers charged with oversight of the respective grants
- Direct the continual improvement of the budgeting and expenditure process through education of department directors and managers on financial issues impacting their budgets
- Gather and analyze relevant information for long-range planning, and examine opportunities for new programs/strategies
- Assist departments with fiscal elements of grant writing, grant reporting, and funding compliance requirements
- Direct strategic financial oversight on issues that affect the organization; i.e., evaluation of potential acquisitions, mission driven enterprise opportunities, oversight and analysis of employee benefits, pension funds, and potential investments
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements
- Ensure vendor relationships and contracts are compliant and best supporting organizational effectiveness
- Understand and adhere to confidentiality
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the CEO

## Qualifications:

### Education & Training:

- Bachelor's degree in accounting or related field, CPA strongly preferred
- Familiarity and/or experience with Sage MIP Accounting system, preferred

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## Education & Training continued:

- Knowledge of local community resources and social service agencies, especially with low-income and ethnic minority clientele, preferred
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience, preferred

## Experience:

- 10+ years of accounting experience in the non-profit sector, of which at least 5 years includes supervisory experience
- Experience working within diverse populations is strongly preferred, specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization
- Demonstrated initiative, discipline, and ability to perform under pressure and to meet deadlines
- Demonstrated experience with annual budgeting process including calendar of steps, economic factors, staffing, and financial assumptions
- Working knowledge of managing a diverse portfolio of grants, including developing grant budgets and reporting
- Experience developing and applying an indirect cost allocation methodology

## Skills:

- Excellent organizational, planning, and prioritization skills
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Highly articulate individual who can relate to people at all levels of an organization
- An energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image
- A visionary with sound technical skills, analytical ability, good judgment, and strong operational focus
- Excellent interpersonal skills
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 60% office/home/remotely, 40% outside office including NAYA and travel time. Much of the position will happen through telework (video conferencing and telephone) during the pandemic.

## **Physical Requirements:**

- 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
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- The employee may be required to sit for extended periods of time
- The employee must occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

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## Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.

## Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Sunday June 12, 2022, at 11:59 p.m.

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

### Please send application materials to:

Attn: Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)