



Finance Director (Full Time; 40hrs/week)

The Hopi Foundation
Kykotsmovi, AZ

ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501(c)3 non-profit organization in 1987. Our basic mission is to Help People Help Themselves. The Hopi word Lomasumi'nangwtukwsiwmani signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people. Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.

POSITION SUMMARY

The Finance Director oversees and manages the finance functions of the Hopi Foundation and the accounting operations of the organization including budgeting, auditing, payroll, accounts payable and receivable, general ledger and financial reporting in accordance with generally accepted accounting principles and internal policies and procedures. This position oversees development and implementation of financial systems including policies and procedures and the daily, weekly, monthly and annual activities required to maintain complete, accurate and current financial and accounting records.

The Finance Director serves as the primary financial advisor to the Executive Director and the board and prepares and interprets accounting reports and financial statements to management and the board. The Finance Director supports the organization in overseeing the financial aspects of the work of various HF program managers and communicating regularly with managers to ensure financial accountability, audit controls and procedures, and accurate reporting. The Finance Director reports directly to the Executive Director.

SPECIFIC RESPONSIBILITIES

POLICY

- Develop, implement, monitor, and continuously improve on accounting policies and procedures to safeguard assets and increase efficiency.

BUDGET DEVELOPMENT

- Develop the annual budget and budget process in collaboration with the Executive Director and senior staff.

- Ensure that managers are able to develop project and program budgets that conform to the policies and procedures of the accounting department.
- Review budget modifications proposed by funders and support Executive Director in approving or negotiating final approved budgets with funders.
- Support managers in developing budget proposals to submit with funding requests.
- Review proposed budget modifications prepared by managers to funders and assist with calculations as needed.

ACCOUNTING

- Oversee the accounting for all income, expenses, and invoicing.
- Oversee the preparation of monthly bank reconciliations or other reconciliations for all cash and investment accounts and secure the approval of the Executive Director monthly on each of the cash and investment reconciliations.
- Ensure the complete, accurate and timely accounting, deposits and transfers of HF endowment funds.
- Supervise the Staff Accountant in performing the following tasks and ensure that the tasks are completed timely and accurately:
 - Entry of accounts receivable and accounts payable in the accounting system;
 - Process of billing payments and invoices;
 - Journal entries as needed and preparing and archiving supporting documentation in accordance with policy and procedure.
- Provide periodic review and recommendations of accounting systems including software (accounting/payroll), equipment and operational needs for efficiency and cost containment.
- Provide periodic review and recommendation of accounting consultants.

BANKING

- Monitor balances in cash and investment accounts and make transfers between accounts as needed and in accordance with policy and procedure and as directed by the Executive Director.
- Oversee the preparation of monthly bank reconciliations or other reconciliations for all cash and investment accounts and resolving questions and discrepancies as needed.
- Provide periodic review and recommendation of banking services and cost efficiencies.

PAYROLL

- Oversee the accounting for all expenses including payroll and related payroll tax reporting.
- Oversee payroll processing through the system of the outside payroll service provider and reviewing expense allocations across programs to ensure accuracy of payroll accounting in financial management system.

TAX & AUDIT

- Work with external accountant to prepare information to support complete, accurate and timely filing of federal, state, and local tax returns as needed.

- Work with independent CPA to prepare information as requested to support timely completion of an annual financial audit.

RECORD MANAGEMENT

- Maintain records related to endowment fund income and loss and report on these to the Executive Director and the Board quarterly and as requested.
- Preparing and archiving related supporting documentation in accordance with policy and procedure.

ADMINISTRATION

- Supervise accounting and technical staff support to the accounting division of the Hopi Foundation including management of performance, annual evaluations, and making recommendations for continuation or termination.
- Support the Operations Director in developing, implementing, monitoring and continually improving policies and procedures that overlap with human resources;
- Support the Executive Director and Board in developing and reviewing compensation strategies such as vacation pay, benefits, bonuses, and team awards.
- Assist the Executive Director with training for Program Directors, Managers and staff in financial capacity building strategies;
- Work with the Executive Director and financial management staff to develop/review financial strategies for program sustainability, capacity building, and growth.
- Monitor and assist programs with implementing financial strategic planning and development activities on a continual basis.

PROGRAM SUPPORT

- Ensure that Program Directors and Managers adhere to organizational policies and practices, particularly those related to internal controls.
- Ensure that Program Directors and Managers complete financial tasks on a timely basis, including credit card purchases/reconciliations, payments, travel requests and all required reporting.
- Assist the Executive Director in ensuring grant proposals and reports are made in a timely manner to grant making institutions.
- Support Finance Department review of income and expense information with program managers and resolving questions and discrepancies.
- Oversee preparation of monthly financial statements presented to the Management Team.

REPORTING

- Report at least monthly to the Executive Director on cash position and budget-to-actual income and expense.
- Meet regularly with the Executive Director to report on financial operations and activities.
- Prepare written quarterly reports on key tasks and projects for the Executive Director and the HF Board of Trustees (BOT).

SPECIAL EVENTS/OTHER

- Support and assist event planning for all Program activities and development related events.
- Attend and participate in Hopi Foundation events.
- Perform other duties assigned and assist with special projects as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Customer service: patience, ability to teach/instruct, and build transparency in the process.
- Leadership adaptability: adapting to the different learning styles of people working with and adapting to the nonprofit environment.
- Excellent understanding of accounting theory and procedures, financial statement preparation, budget management, and budget design in a not-for-profit organization.
- Excellent relationship building skills and an ability to communicate and interact with a diverse team.
- Strong computer and general technical skills using PC, written and verbal skills.
- Ability to serve in a supervisory role and maintain confidentiality on proprietary matters involving financial and HR-related matters.
- High level of organization, time management, accountability, and self-motivation required.
- Moderate to high level of familiarity with Microsoft Office Suite, internet research/applications, and other types of online media tools.
- Strong computer and internet skills are necessary to work with our data management systems and to communicate with projects that are remotely located.

MINIMUM QUALIFICATIONS REQUIRED

- Preferred Master's degree in Finance or Accounting, Bookkeeping or Business Administration and at least (5) years of experience with demonstrated success as a full-charge bookkeeper accountant, controller, controller's assistant or similar position;
- Or a Bachelor's degree in Finance or Accounting, Bookkeeping or Business Administration and a minimum of (4) years of any equivalent combination of education, training, skill and experience which demonstrates the ability to perform the duties of the position.

NECESSARY SPECIAL REQUIREMENTS

- Provide copy of a current credit report.
- Must possess a valid driver's license.
- Must have no felony or misdemeanor convictions within the past 5 years.
- Background investigation and fingerprinting may be required.
- Use of personally owned vehicle (POV) may be required to carry out job related tasks.

Approved:  _____

Date: 8/21/2023