Native Public Media (NPM) is a coordinating entity that promotes Indigenous peoples' self-determination through media access, storytelling, and ownership. With a focus on supporting federally recognized Tribes, Tribal radio stations, and television stations, NPM provides advocacy, centralized resources, and strategic services to develop successful and sustainable telecommunications and communications systems in Indian Country.

Job Summary: The Finance Director plays a crucial role in ensuring the financial health of Native Public Media and Tribal radio stations. This position oversees the management and coordination of fiscal budgets, grants, financial reports, and compliance. Additionally, the Finance Director works closely with Tribal radio stations and licensees on financial requirements, audit reporting, and compliance matters.

Responsibilities:

Station Support Financial Compliance (65%)
- Track station Audited Financial Reports (AFR) or Financial Summary Reports (FSR) to the Corporation for Public Broadcasting (CPB).
- Provide financial and technical assistance to CPB Community Service Grant (CSG) stations.
- Assist stations or auditors with audit fieldwork.
- Deliver training to station personnel on Nonfederal Financial Sources, the CPB Integrated Station Information System (ISIS) portal Underwriting, including financial literacy.
- Conduct site visits to provide direct financial technical assistance.
- Consult with station licensees, the finance department, and station staff regarding financial compliance requirements.
- Prepare the financial compliance summary for the CPB Station Compliance and Tribal Relations Report.

2. Finance Management (25%)
- Manage internal financial controls.
- Analyze and report on the organization's financial performance monthly.
- Oversee audit preparation, including 990, 1099s, and audit test selections.
- Prepare financial grant reports for funders.
- Develop the annual organizational budget.
- Process accounts payable and employee expense reports accurately and timely.
- Reconcile revenue, expenses, and bank statements.
- Utilize QuickBooks to administer and monitor financial records.
- Develop and implement accounting policies.

3. Board of Directors (5%)
- Prepare financial reports for Board meetings.
- Report on NPM's financial health during a board meeting, as requested by the Board Treasurer.
- Provide financial analysis and research for the Board and President/CEO, as needed.
- Collaborate with the Board Treasurer to fulfill the mission and responsibilities of the Board.

4. Other duties as assigned (5% of the time).
Qualifications:

- Bachelor’s degree in finance or accounting.
- Strong knowledge of the Financial Accounting Standards Board (FASB) for non-profits.
- 5+ years of financial management experience.
- Proficiency in accounting software, preferably QuickBooks.
- Accrual accounting proficiency.
- Proficiency in Excel and balance sheets.
- Strong financial reporting skills.
- Audit fieldwork expertise.
- Knowledge of nonprofit grant funds and multi-year funding.
- High professional and ethical standards.
- Excellent verbal and written communication skills.
- Preferred: Professional relationships or knowledge of Tribal governments, American Indian Tribes, and Alaska Native Villages.
- Preferred: Arizona candidates

Work Requirements: This is a full-time remote position with the following requirements:

- Work from home.
- Travel to stations as needed.
- Have a dedicated office space or work area with a strong internet connection.
- Work Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- Possess a valid driver’s license for business travel.
- Utilize personal vehicle if other transportation is unavailable.

Physical Requirements: To successfully perform the essential functions of this job, the employee must meet the following physical demands:

- Sit and use hands to handle, feel, talk, or hear.
- Occasionally stand, walk, kneel, and reach with hands and arms.
- Occasionally lift or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Benefits: Native Public Media offers employer-paid health insurance, vision plan, dental plan, life, and short-term disability insurance. A 401K is available after one year of employment, and the organization provides a Paid Time Off program with a holiday schedule.

Native Public Media (NPM) promotes Indigenous peoples' self-determination through media access, storytelling, and ownership. As a coordinating entity for 574 federally recognized Tribes, 59 Tribal radio stations, and three television stations, NPM provides advocacy, centralized resources, and strategic services designed to develop Indian Country’s telecommunications and communications systems successfully and sustainably.

How to Apply
Email a PDF document, including your resume and one-page interest letter, to Gaileen Keams at gkeams@nativepublicmedia.org with the subject line “Finance Director – [YOUR NAME].”

Deadline to Apply
August 11, 2023

Native Public Media is an equal-opportunity employer.