



## POSITION DESCRIPTION

**TITLE:** Finance Director

**CLASSIFICATION:** Exempt

**REPORTS TO:** President and CEO

**LOCATION:** Arizona (Remote)

**SALARY:** \$72,000

**POSITION CLOSES:** April 21, 2023

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.

### Job Summary

The Finance Director is a unique position critical to the success of Native Public Media and Tribal radio stations' financial health. The Finance Director manages and coordinates the organization's fiscal budgets and grants, including revenue/expense, balance sheet reports, reports to funding agencies, and monitoring and reporting of organizational and contract/grant budgets. This position offers the Finance Director a unique opportunity to work directly with Tribal radio stations and licensees on station financial requirements, audit reporting and filing, and other financial compliance issues.

### Responsibilities

#### 1. Station Support Financial Compliance (65% of the time)

- 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 as requested.
- Train station personnel on subjects including Nonfederal Financial Sources, the CPB Integrated Station Information System (ISIS) portal, and Underwriting.
- Make station site visits to provide direct technical assistance.
- Consult with the licensee and finance department/staff regarding financial compliance requirements.
- Draft the financial compliance summary for the CPB Station Compliance and Tribal Relations Report.

#### 2. Finance Management (25% of the time)

- Manage internal financial controls.
- Analyze and report on the organization's financial performance.
- Oversee audit prep, 990, 1099s, and audit test selections.
- Prepare financial grant reports for funders.
- Prepare an annual organizational budget.
- Prepare disbursement activities, including the accurate and timely processing of accounts payable and employee expense reports.
- Reconcile revenue, expenses, and bank statements.
- Utilize QuickBooks to administer and monitor the organization's financial records.
- Develop and implement accounting policies.

#### 3. Board of Directors (5% of the time):

- Prepare financial reports for Board meetings.
- Report on NPM's financial health during duly called board meetings.
- Provide financial analysis and research for the Board and President/CEO as needed.
- Work with the Board Treasurer to carry out 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.
- Financial management experience of five years or more.
- Proficiency in accounting software, QuickBooks is preferred.
- Proficiency in accrual accounting.
- Proficiency in excel and balance sheets.
- Proficiency in financial reporting.
- Audit fieldwork expertise.
- Knowledge of nonprofit grant funds and multi-year funding.
- Professional relationships or knowledge of Tribal governments, American Indian Tribes, and Alaska Native Villages is preferred.
- High professional and ethical standards.
- Excellent verbal communication skills.
- Strong report writing skills.
- Arizona candidates are preferred.

## Supervisory Responsibility

None

## Work Requirements

This position is a full-time remote position that requires the employee to:

- Work from home.
- Travel to stations as needed.
- Have a dedicated office space or work area and a strong internet connection.
- Work Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- Have a valid driver's license for business travel.
- Use a personal vehicle if other transportation is not available.

## Physical Requirements

An employee must meet the physical demands described here to perform the essential functions of this job successfully. While performing this job, the employee must sit and use their hands to handle, feel, talk, or hear. The employee is occasionally required to stand, walk, kneel, and reach with hands and arms. The employee must occasionally lift or move up to 25 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Benefits

Employer-paid health insurance, vision plan, dental plan, life, and short-term disability insurance. We offer a 401K after a year's employment and a Paid Time Off program with a holiday schedule.

## How to Apply

Email a single PDF document, including your resume and one-page interest letter, to Melissa Begay at [mbegay@nativepublicmedia.org](mailto:mbegay@nativepublicmedia.org) with the subject line "Finance Director – [YOUR NAME]."

## Deadline to Apply

April 21, 2023

Native Public Media is an equal opportunity employer.