



Wakpá Wašté Thě́ča Okhólakičhiye

Cheyenne River Youth Project®

www.lakotayouth.org

Finance Director Position Description

Position Title:	Finance Director
Department:	Administration
Terms of Employment:	Full-Time Permanent
Supervisor:	CEO and/or COO

Responsibilities / Duties

- Examine and verify requisitions, payments, purchase orders, invoices, travel statements, payrolls, transmittal sheets in accordance with professional bookkeeping accounting principles and practices using Quickbooks.
- Oversee the maintenance and proper archival of all records pertinent to the finance department and ensure the complete documentation of funding awards.
- Manage pay requests and deposits and ensure the timely and accurate processing of payables, deposits, billings.
- Balance check register and checks.
- Track donations and oversee the timely acknowledgements of donors.
- Maintain personnel records, timekeeping system, prepare payroll and file payroll taxes and track hours for staff as it relates to grant reporting.
- Supervise and manage staff assigned to the finance department.
- Ensure that the organization and its employees follow laws, regulations, and standards for employment.
- Provide orientation to employees regarding CRYP's benefit package including a 401k, health, dental, and accident insurance.
- Manage the employee and organizational insurance coverage, i.e. general liability, automobile and property insurance, workman's compensation, and employee insurance.
- Prepare, review and distribute monthly reports and funder reports, financial reports, investment reports, spreadsheets, and summaries and prepare cash flow statements for the organization and board of directors.
- Direct weekly budget meetings with staff to discuss awarded grants, deliverables, funders' terms & conditions, review spending, request amendments and plan spend-out.
- Facilitate the performance of and cooperate with independent auditors and financial consultants and oversee the completion of annual audits, compilations or desk audits.
- Oversee the operations and development of the company's finance departments including creating and reviewing policies, budgeting, recruiting, training and conducting regular assessments of financial procedures.

For Cheyenne River, by Cheyenne River

- Perform financial management duties including generating financial data, compiling and submitting reports, analyzing industry trends and assessing the financial health of the company.
- Prepare an annual budget by collaborating with all departments.
- Responsible for the preparation of quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting.
- Manage all social enterprises financial systems including daily closeouts, deposits, invoices, preparing catering bids and collections, reconciliations, etc.
- Support funding proposals by assisting with budgets, reviewing proposals, and providing supporting documents.
- Track volunteer man hours once timesheets are submitted.
- Advise executive management on decisions related to the company's finances.
- Mediate between the organization, employees, stakeholders, shareholders and investors on financial issues for amicable resolution of differences.
- Support the COO or CEO in creating strategic business plans based on the analysis of the company's status and financial forecasts.
- Manage direct mailing database and all bulk mailings, working in conjunction with Communications Director and fulfillment house (3-4 per year).
- Engage donors as necessary.
- Establish system controls for financial systems and develop procedures to improve existing systems.
- Maintain and coordinate calendar of events for facilities, building rentals.
- Manage CRYP's Family Services program, working with finance staff and programming staff.
- Perform State and Tribal background checks and drug testing on all new employees.
- Maintain and secure employee files and submit new hire information.
- Other duties as assigned.

Qualifications

- BA/BS degree in business, nonprofit financial management or accounting with proficiency with accounting software, spreadsheets, and data management systems.
- Demonstrated skill in providing a high level of service in a nonprofit context, with five or more years of experience managing nonprofit finances and grants preferred.
- Skill or experience in managing personnel
- Experience managing, organizing, and monitoring the financial resources of an organization and forecasting/estimating future financial outcomes.
- Experience in or knowledge of governmental accounting methods.
- Experience collecting, analyzing, and compiling financial information in a report for internal or external stakeholders.

- Knowledge of the relationship between financial principles that determine business growth and skill in applying that knowledge to making strategic business decisions.
- Experience in security and compliance with regulatory provisions.
- Experience processing financial statements, identifying financial trends, and preparing quarterly and annual reports and external reporting.
- Knowledge of or experience with strategic or operational aspects of investment.
- Experience integrating IT systems (e.g. financial systems, software programs).
- Able and Willing to serve as role model for youth.
- Must have a home or cell phone.
- First Aid Safety Training preferred but not required.
- Must pass a current criminal history background check and drug test.
- Have or be able to pass a South Dakota Driver's License.

TO APPLY

E-mail a cover letter addressing your interest and qualifications for the position, your resume, salary requirements, and 3 work-related references to

Julie Garreau,
Executive Director
julie.cryp@gmail.com

Please indicate Finance Director in the subject line of the email.

**Cheyenne River Youth Project,
PO Box 410,
702 4th Street,
Eagle Butte SD 57625**

Deadline: Open Until Filled