

JOB ANNOUNCEMENT

Chief Financial Officer – F/T

OPENING DATE: March 1, 2017
REVIEW DATE: March 24, 2017
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: Lummi Campus
SALARY: \$75,000.00 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Indian Preference applies. Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK

The Chief Financial Officer is responsible for:

- Organizing and directing all financial activities related to the handling of all funds for campus and off-campus functions, including payroll, accounts payable/receivable, purchasing and bookstore.
- Assuring compliance by all employees with College, tribal and federal policies and procedures in the administration of all financial activities necessary to conduct College business.
- Ensuring compliance with standard institutional reporting requirements (e.g., the NWIC Board of Trustees) and facilitation of the institutional Finance Committee.
- Supervising Finance Department personnel, along with purchasing and bookstore staff.
- Maintaining effective liaison relationships with outside entities.
- Participating as a member of the NWIC Administrative and Leadership Teams.
- Regularly attend the Institutional Data Management Team and Health and Wellness Committee meetings.

The Chief Financial Officer is accountable for the management of the College's financial services and resources through effective performance in these essential functional areas:

- Financial planning.
- Management of financial resources.
- Review and evaluation of College financial results.
- Management of purchasing and bookstore services.

DUTIES AND RESPONSIBILITIES

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. *Financial Planning*: The Chief Financial Officer is accountable for developing long range plans and strategies for the development and use of the College's financial resources. This accountability includes such essential tasks as (as assigned):
1. Researching and developing forecasts of the College's financial needs one to three years in advance.
 2. Developing fiscally sound annual and long range operating and capital budgets.
 3. Developing strategic plans for contingencies related to various funding.
- B. *Management of Financial Resources*: The Chief Financial Officer is accountable for the accurate, timely and effective recording, accounting, reporting and preservation of the College's financial resources. This accountability includes such essential tasks as (as assigned):
1. Developing and managing the College's operating and capital budgets; managing the institution's cash flow; analyzing expenditures and assuring that they comply with budgetary constraints; keeping senior leadership team abreast of the institution's financial status.
 2. Directing preparation of comprehensive financial statements and reports, including specialized statements required by federal and state agencies and grant funding organizations.
 3. Providing guidance to the College's senior administration on interpretation of financial data, analysis of trends and appropriate administrative actions.
 4. Providing financial support for the Northwest Indian College Foundation, including the review and appropriate accounting of revenue/expenses and providing necessary reports to the NWIC Foundation as requested.
 5. Ensuring appropriate policies and procedures supporting strong fiscal management.
 6. Acting in a lead role in managing the Budget Committee process, including providing financial information/data needed.
 7. Participating as a member of the Finance/Construction Committee, including responsibility for tracking and reporting of revenue/expenses related to the capital campaign.
 8. Representing NWIC in the group health care program with other Lummi entities, including assessing financial impacts and monitoring of NWIC's health care costs with the insurance services brokers.
- C. *Reviewing and evaluating College financial results*: The Chief Financial Officer is accountable for fulfilling the College's controllership requirements by carrying out effective methods of verifying fiscal performance. This accountability includes such essential tasks as:
1. Developing controls and methods for assuring fiscal and financial integrity.
 2. Monitoring budget and financial performance and making appropriate tests to determine fiscal and financial integrity of College operations.
 3. Communicating critical financial matters to President and Board of Trustees.
 4. Overseeing the timely completion of the NWIC audit process; acting as liaison with external auditor; assessing any changes necessary; and reporting results to the President and Board of Trustees as requested.
 5. Initiating needed corrective action when fiscal and financial results fail to meet standards.

D. Management of Purchasing and Bookstore Services: The Chief Financial Officer is accountable for managing a comprehensive program of services to facilitate the operation of the College for its students, faculty and staff. This accountability includes such essential tasks as (as assigned):

1. Providing oversight to the College's purchasing and supply function including management of competitive bidding, buying, storing, inventorying and dispensing supplies and materials.
2. Providing oversight to the operation of the Bookstore.

SUPERVISORY RESPONSIBILITIES

The Chief Financial Officer oversees staff assigned to supervise the Finance Department, along with the purchasing and bookstore functions in accordance with the College's policies and procedures.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- Bachelor's degree in Finance, Administration or financially related field, or equivalent experience.
- Minimum of 5 years successful leadership experience in financial and budget management.
- Two years experience in non-profit fund based accounting.
- Strong leadership skills and ability to motivate a team to achieve financial directives through a successful budget process yearly.
- Ability to provide a strong customer service oriented environment to students, employees, faculty, and the external client.
- Ability to make decisions and implement action needed to produce the desired result.
- Computer literacy is essential with strong database and spreadsheet skills.
- Experience in the development of financial statements and reports.
- Ability to create, maintain, follow and understand audit trails.
- Strong interpersonal skills.

Preferred Qualifications

- Master's degree in Business Administration.
- Certification as a Public Accountant (CPA).
- Experience working in a College setting and team environment.
- Knowledge of and experience with a tribal College system.
- Experience with and sensitivity to Native American people and cultural customs.
- Working knowledge of Excel formulas and functions, as well as querying databases through Excel.

Other Qualifications

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability.

Language Skills:

- Ability to read, analyze and interpret financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or external organizations or stakeholders.
- Ability to effectively present information to executive leadership, public groups, and/or boards of directors.

Mathematical Skills:

- Ability to apply advanced mathematical concepts and mathematical operations to essential duties and responsibilities.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

- Knowledge of Excel with strong database and spreadsheet skills, basic accounting software, and Microsoft Word.

Other Skills and Abilities:

- Ability to handle confidential and proprietary information with utmost discretion.
- Ability to represent the College in a positive and professional manner.
- Must have excellent interpersonal/people skills and maintain professional work relationships.
- Ability to work under stressful situations.
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.
- Excellent organizational skills.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu