



## **Job Description**

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| Job Title:       | Director of Finance                      |
| Classification:  | Exempt                                   |
| Area of Service: | Finance                                  |
| Supervisor:      | Chief Strategy Officer & General Counsel |
| Grade:           | E10                                      |

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*AMERIND Risk is a federally chartered corporation created by its Members, the governmental units of federally recognized Tribal Nations that administer federally funded housing programs for American Indian and Alaska Native families. AMERIND Risk has the operating authority to work with Tribal Governments, Enterprises, and Citizens for Property and Liability, Workers Compensation, Homeowners and Renters, Employee Benefits coverage, Critical Infrastructure development and Fleet Auto.*

### **Position Characteristics and Attributes**

- Problem-solving and analytical thinking
- Interest of viewing issues from multiple perspectives
- Interest in discovering and developing new ideas
- Transparent and interactive in managing projects
- Communicative and people oriented
- Agile and adaptability in decision making
- Problem solving approach that suggest trustworthiness
- Effective delegation and support
- Familiarity of technology infrastructure and user of technology tools

### **Job Summary**

Oversees daily activities of Finance Department. Organizes, plans and manages all accounting activities and services in the Accounts Payable, Accounts Receivable, General Ledger Accounting, Payroll, Budgeting, and Financial Reporting. Ensures all accounting functions are performed in accordance with Generally Accepted Accounting Principles and applicable tribal, state, and federal laws, rules and regulations. Manages the treasury function for the organization. Maintains strict confidentiality of privileged information.

*This job description does not represent an inclusive list of all duties encompassed in this position.*

### **Job Responsibilities**

- Identifies, develops, and implements standardized accounting policies and procedures, in accordance with Generally Accepted Accounting Principles and applicable tribal, state, and federal laws, rules and regulations.
- Oversees employees and improves staff effectiveness by training, coaching, counseling, timesheet approval, and recommending disciplinary actions for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures and maintains a system of internal controls for all accounting transactions.
- Monitors bank balances to insure funds are adequate to cover operating expenses, transfers funds from trust accounts as needed.
- Monitors, updates and reports on Credit Card Reports and Expenses.



- Conducts internal audits of data to ensure accuracy; implements corrective action.
- Prepares audited financial statements; meets and coordinates activities with external auditors, as needed, to ensure the financial records comply with accounting standards.
- Ensures the timely and accurate reporting of the financial position and the integrity of all financial data.
- Hosts regular staff meetings to ensure communication between personnel and accounting activities.
- Coordinates, prepares journal entries and monitors ledgers and provides accurate and timely financial reports detailing financial conditions and variances from budgets.
- Coordinates the activities of the staff to ensure the timely, accurate, and efficient processing of financial transactions.
- Achieves financial objectives by preparing and administering annual budgets; presenting and justifying budget recommendations to appropriate personnel.
- Contributes to department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Keeps leadership and other departments informed of status of accounting and financial activities by attending meetings and submitting reports.
- Maintains strict confidentiality of all privileged information.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Participates in cross-functional team process improvement projects.
- Performs other duties as assigned.

### **Supervision of Others**

- Directly supervises professional and non-exempt finance personnel.

### **Minimum Qualifications**

- Bachelor's Degree in Accounting, Finance, or related field and five years accounting experience.
- Three years management experience.
- CPA or CMA preferred.
- Valid driver's license.
- No felony, theft or stealing convictions.
- Must be able to successfully pass a background investigation.

### **Additional Eligibility Requirements**

- Ability to obtain Associates in General Insurance (AINS) designation within the first two years of employment.



### **Knowledge/Skills/Abilities**

- Knowledge of the functions and structure of AMERIND.
- Knowledge and experience of diverse accounting.
- Knowledge of the principles and practices of management and fund accounting, finance, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Ability to utilize an automated accounting system.
- Ability to analyze and solve problems.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to effectively communicate information and respond to questions.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to maintain accuracy of work and pay attention to detail.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees and officials.
- Skill in using computerized accounting software programs, office equipment including 10-key adding machine, and word-processing and spreadsheet programs.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

### **Working Conditions & Physical Demands**

- Typical business office setting with moderate noise level.
- Non-office environment may be encountered for offsite presentations and support of company activities.
- Must be able to sit for work at a computer for more than 6 hours per day.
- Must be able to use hands for dexterity of motion and reach with hands and arms. Extensive use of computer keyboards.
- Occasionally required to stand and walk.
- Frequently required to talk and hear.
- Must have ability to occasionally lift 20+ lbs.



**AMERIND Risk**  
MANAGEMENT CORPORATION

*Tribes Protecting Tribes*

**Physical Exam**

Not required for position.

*Hiring of AMERIND employees is subject to 7(b) of the Indian Self-Determination Act. (25 U.S.C 450e(b)), which requires that, to the greatest extent feasible, preference and opportunities for training and employment shall be given to Native Americans and Alaska Natives.*