

UNITED HOUMA NATION



POSITION DESCRIPTION

Title: Finance/Budget Director
Department: Accounting
Domicile: Houma
Classification: Exempt/Salaried
Salary Range: \$70,000 - \$90,000

General Purpose:

The Finance/Budget Director is responsible for the overall financial management, budgeting, forecasting, accounting, and fiscal compliance of the organization, ensuring the Corporation's financial health and sustainability. Primarily, work closely with the Executive Director, and Board of Directors to develop and implement financial strategies that support the Corporation's mission and goals. This position provides strategic financial leadership and ensures compliance with applicable federal, state, and Tribal grant requirements. The Finance/ Budget Director will support the Executive Director and Board of Directors with accurate financial reporting analysis.

Supervision Received:

Executive Director

Supervision Exercised:

Finance and Accounting Staff (as applicable)

Essential Duties and Responsibilities:

Financial Management

1. Develop and implement financial strategies that support the organization's mission and goals, manage and oversee all financial operations- including accounting, budgeting, forecasting, and financial analysis, ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems.
2. Prepare and present financial reports to the Executive Director and Board of Directors, providing analysis and recommendations as needed.
3. Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
4. Manage relationships with external partners, including banks, auditors, and other financial service providers.

Budgeting and Forecasting

1. Develop and oversee the annual budgeting process, working closely with program managers and other stakeholders to develop realistic and achievable budgets
2. Monitor actual performance against budget and provide regular updates and analysis to the Executive Director and Board of Directors
3. Develop and maintain financial forecasting models that support long-term financial planning and decision-making

Strategic Planning and Leadership

1. Work closely with the Executive Director and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision
2. Supports the Audit and Finance Committee by preparing reports, budget analysis and compliance documentation. Attends committee meetings as staff support and implements financial policies as approved by the Board.
3. Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development
4. Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals

Board Relations and Reporting

1. Report on the financial performance of the organization to the Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities
2. Collaborate with the Executive Director and Board of Directors to develop and implement financial policies and procedures that align with the organization's values and strategic goals
3. Represent the organization at internal and external events and meetings, providing financial guidance and support as needed

Tax Filing and Compliance

1. Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations
2. Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements

Peripheral Duties:

1. Attends meetings assigned by the supervisor.
2. Attends seminars and workshops related to responsibilities.

3. Operates a vehicle to meet and assist clients and attend meetings.

Desired Minimum Qualifications:

Education and Experience

- A. **REQUIRED:** Minimum 5-7 years of progressively responsible financial management experience
- B. **REQUIRED:** Bachelor's degree in accounting, Finance, or related field; MBA, CPA strongly preferred or equivalent professional certification
- C. **REQUIRED:** Strong knowledge of GAAP | internal controls
- D. **REQUIRED:** Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance
- E. **REQUIRED:** Proficient in accounting software (i.e. Quickbooks)
- F. **PREFERRED:** Master's Degree in the area of focus or a closely related field is highly desirable

Necessary Knowledge, Skills, and Abilities:

- A. Must have excellent verbal, written, and communication skills.
- B. Strong leadership and management skills, with experience building and leading high-performing teams
- C. Experience working with nonprofits, government agencies, and Tribal organizations, including expertise in grant management, Single Audits, and federal cost principles
- D. Excellent analytical, problem-solving, and decision-making skills
- G. Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders
- H. Passion for the mission and work of the organization

Special Requirements:

- A.) Must pass a pre-employment drug screen.
- B.) Must pass a Criminal Background Check.
- C.) Must possess a valid License or the ability to obtain one.

Tools and Equipment Used:

Telephone; Personal Computer (proficient with basic Microsoft Office operations including Excel as well as Quickbooks); Copy Machine; Facsimile Machine; Automobile.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the essential duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds and rarely lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, which may include work environment modifications when possible. The noise level in the work environment is moderately noisy.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, and reference checks, job-related tests may be required of all candidates.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.