



**The National Native American  
Boarding School Healing Coalition**

**Title:** Finance & Operations Specialist

**Job Type:** Full-Time

**Salary:** \$60,000 - \$75,000

**Location:** Remote, in the U.S.

**Applications Due:** June 5, 2023

## POSITION OVERVIEW

The Finance & Operations Specialist is a vital Operations team member responsible for daily financial, administration, people operations, development, and other support functions.

Reporting to the Director of Operations, the Finance & Operations Specialist will work to ensure finance and administrative support functions comply with NABS's policies and procedures. This role requires a background in finance. Experience working in HR is a plus.

## ABOUT US

The National Native American Boarding School Healing Coalition (NABS) is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 811 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

## FINANCE & OPERATIONS SPECIALIST

### WHAT YOU WILL DO

#### Accounts Payable and Receivable

- Meet regularly with the Director of Operations to ensure accurate fiscal accounting
- Ensure timely and thorough compliance with NABS accounts payable and accounts receivable processes
- Manage the processing of payments to vendors and contractors and process staff reimbursement requests, including the appropriate allocation of those expenses

- Handle accounts receivable by entering in A/R log, and allocate to appropriate accounts.
- Establish and maintain effective filing systems to ensure that invoices and all payments are recorded by NABS and reconciled with financial reports
- Assist staff in ensuring compliance with NABS processes and financial procedures
- Communicate with accountants to ensure consistency and accuracy in allocations for financial statements

### Finance

- Assist with budget development and scenario-based forecasting for NABS's leadership
- Monitor budgets and track expenses by program/grant sources regularly
- Review accounting transactions and monthly financial statements and other reports for accuracy and completeness
- Assist the Director of Operations in ensuring NABS is compliant with all government regulations and tax liabilities
- Advise staff on financial policies and procedures, analysis, and oversights of ongoing budget management and project financial transactions
- Track credit card reconciliations and work with staff to ensure all receipts and approval documentation are kept on file
- Provide support with annual financial audits, including responding to auditor requests for documentation as needed

### People Operations

- Assist with the coordination of people operations functions, including professional development planning, maintaining best practices in people operations, benefits management, and payroll reporting necessary for efficient organization operation
- Work with NABS hiring Directors to craft job descriptions for new staff hires
- Coordinate with the Director of Operations regarding review, posting and approval of hiring processes by the leadership team
- Track applications for open positions and work with appropriate staff to schedule interviews and set up processes for ensuring fair and equitable review of candidates
- Support staff members in engagement with people operations protocols, employee handbook, and systems (e.g., timesheet entries, benefits administration)
- Oversee NABS's timesheet software, assist staff in accurate time accounting, and prepare monthly timesheet reports for accounting staff
- Ensure NABS operates in full compliance with labor laws

### Administration

- Assists with coordination among staff for procurement of supplies, staff travel, information technology support, and other functions as needed
- Maintain office equipment and serve as lead contact for equipment vendors

## **WHAT YOU BRING**

NABS is seeking candidates who are passionate about our mission, are highly proactive, and bring a clear vision of how to effectively manage the financial/operations side of the organization

to support the work we do. While no one candidate will embody all the qualifications below, our ideal candidate will bring:

### **Must-Haves**

- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts
- 4-5 years of general finance experience, including but not limited to budget management and reports, accounts payable, accounts receivable, analysis and oversight of project financials, analysis of monthly, and annual financial statements
- Strong mathematical and analytical skills, with attention to detail
- Understanding of federal regulations relevant to nonprofit financial accountability and employment laws or willingness to learn
- Manage multiple competing priorities
- Ability to meet deadlines
- Proficiency in Microsoft Office, including Excel

### **Nice-to-Haves**

- Familiarity with and work experience in Native American communities
- Experience with finance and HR in a hybrid work environment
- Experience in an HR/People Operations role
- Previous experience providing financial, administrative, and grants management oversight for nonprofit organizations with similar complexity
- Experience assisting with annual audit compliance
- Proficiency in Google Suite, Google Drive, QBO, Slack, Salesforce, DocuSign, Dropbox, Melio, and WeWorked

To thrive in this role, candidates will bring a high attention to detail and have experience working in finance within nonprofits. We are looking for candidates who are clear communicators, adaptable, reliable, socially and emotionally intelligent, inquisitive learners and are collaboratively oriented while being able to work independently. We are looking for candidates who get satisfaction from helping and teaching others to learn about finance, are strategic thinkers, and practice confidentiality of important information.

### **COMPENSATION AND BENEFITS**

This position is salaried, commensurate with experience, ranging from \$60,000 to \$75,000 annually. Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee and 75% paid by NABS for dependents/partner, a 401(k) match up to 4% of salary, and paid family leave for qualifying events. Employees earn four weeks of paid time off each year and get paid winter break the last two weeks of December.

The successful candidate will work with a dynamic team committed to Native communities. We strongly encourage applications from Native peoples with experience working with Native communities.

## WORK ENVIRONMENT

- This position is 40 hours a week with heavy computer use
- Current staff are in Pacific, Central, and Eastern time zones, keeping 9 am to 5 pm Central time hours preferred
- This position is remote for those based in the United States.

## HOW TO APPLY:

Applications will be reviewed on a rolling basis, priority will be given to those applications received by Monday, June 5, 2023. Please send an email to Chiyomi McKibbin at [chiyomi@movementtalent.org](mailto:chiyomi@movementtalent.org) with “NABS Finance & Operations Specialist” in the subject line.

Applications must include the following all-in-one PDF:

- Cover letter (no more than 1 page) with short answers to the following questions:
  - Why are you interested in this position?
  - What values or lived experiences do you have that connect to our mission?
  - What is the best advice you’ve ever received?
- Resume or Curriculum Vitae
- Three professional references with titles, emails, phone numbers, and relationships

*NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!*