



DNA-People's Legal Services, Inc. – Window Rock, AZ

## VACANCY

# Finance Director

DNA-People's Legal Services (DNA) is looking for an experienced **Finance Director** to oversee all financial operations and direct corporate ("DNA-People's Legal Services, Inc.") financial planning and structure.

The Director of Finance is a full-time position that provides overall financial management and analysis for DNA. The position will oversee and review all financial transactions; perform complex budgeting and accounting functions, conduct financial, statistical and analytical studies and projections; prepare financial reports for management, the board and others; oversee all DNA law offices budgets in the preparation for and execution of the annual audit, tax and other regulatory filings; periodically consult with the program team on financial reports of grantees; and ensure that DNA adheres to the best, most reliable and most transparent financial policies and procedures.

DNA is a learning environment where interests and growth are cultivated, and creative and new approaches are sought.

### **Responsibilities**, but are not limited to

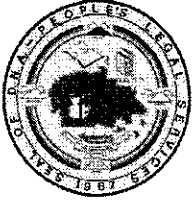
- Demonstrates a commitment to the ideals of legal services and the rights of the poor; understands and is sensitive to the needs of clients, including problems unique to DNA's service area.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present the critical financial matters to the board of directors.

### **Qualifications**

- A bachelor's degree in finance, business administration, accounting or economics is necessary to qualify; MBA or certified public accountant (CPA) is preferred.
- 7+ years' financial management experience.
- Strong knowledge of project-based accounting software.
- Impeccable mathematics and analytical skills.
- Able to meet deadlines and work evenings or weekends as needed.
- Excellent computer skills.

### **CLOSE: Open Until Filled**

The Finance Director will be located at the DNA Office in Window rock, AZ. If interested, please send resume, cover letter, and application ([www.dnalegalservices.org/career-opportunities-2](http://www.dnalegalservices.org/career-opportunities-2)) to Human Resources, [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) and Executive Director [Rdsanchez@dnalegalservices.org](mailto:Rdsanchez@dnalegalservices.org). Salary DOE with excellent benefits. DNA-People's Legal Services, Inc. is an Equal Opportunity Employer.



**DNA People's Legal Services, Inc.**

## **MANAGING ATTORNEY**

DNA-PEOPLE'S LEGAL SERVICES (DNA) is seeking a Managing Attorney (State license or Advocate) to become a part of our team! Located at our Flagstaff Office. The Managing Attorney is responsible for the management and oversight of the office to which they are assigned, including ensuring that the office meets or exceeds operational goals and objectives, providing necessary legal services for assigned cases and liaising with the office staff to ensure effective client service business operations. To provide supervision and case management assistance to other case handlers within the office to ensure the office is providing uniform, high quality advocacy for low-income clients in all forums, including the courts, administrative agencies, and community outreach initiatives.

**QUALIFICATIONS/RESPONSIBILITIES:** Active member of Arizona Bar Association or ability to waive in to Arizona bar; Three years litigation experience preferred; Advocates must be active member of the Navajo Nation Bar; Demonstrated commitment to public service; Poverty law experience (may include student legal clinics or internships); Knowledge of substantive legal issues impacting low-income individuals; Ability to work independently and in group settings; Excellent written and oral communication skills; Proficiency in the use of Microsoft Office programs and willingness to become proficient in using Case Management systems.

**SALARY:** Salary starts at \$37,500, with increases based on experience. DNA has a generous fringe benefit package including leave benefits and employee insurance coverage (medical, dental, life and disability, etc.) Professional liability insurance is provided.

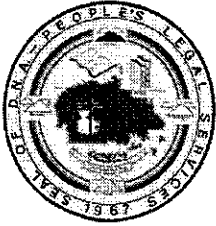
**CLOSING DATE:** Open until filled.

**HOW TO APPLY:** Please send a resume, cover letter, unofficial transcript and a short writing sample to:

Human Resources Director  
DNA-People's Legal Services PO Box 765  
Tuba City, Arizona 86045  
B: (928) 283-3206 F: (928) 774-9452  
[hresources@dnalegalservices.org](mailto:hresources@dnalegalservices.org)

Native Americans, Women and Minorities are encouraged to apply. DNA-People's Legal Services is an equal opportunity/ affirmative action employer. Preference is given to qualified Navajo and Native American applicants.

**Awesome Executive Director, great benefits, and lots of room for growth!**



**DNA People's Legal Services, Inc.**

## **STAFF ATTORNEY**

DNA-PEOPLE'S LEGAL SERVICES (DNA) is seeking a Staff Attorney at Flagstaff Office AND Public Defender Attorney at the Hopi Public Defenders office. You will represent clients in court or before government agencies, Prepare and draft legal documents on behalf of clients, Advise clients on business and legal transactions, Negotiate settlements for legal disputes, Comply with all legal standards and regulations, Perform administrative and management functions related to the practice of law.

**QUALIFICATIONS/RESPONSIBILITIES:** JD degree; License Attorney; Previous experience in law; Familiarity with various legal documents; Strong analytical and problem solving skills; Ability to build rapport with clients; and Excellent written and verbal communication skills.

**SALARY:** Salary starts at \$37,500, with increases based on experience. DNA has a generous fringe benefit package including leave benefits and employee insurance coverage (medical, dental, life and disability, etc.) Professional liability insurance is provided.

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**HOW TO APPLY:** Please send a resume, cover letter, and a short writing sample to:

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Tuba City, Arizona 86045  
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