



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 annual budget of \$4 Million 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.