Sogorea Te’ Land Trust & American Indian Child Resource Center

Finance Director Job Description

*FT shared between 2 Indigenous nonprofit Organizations*

Sogorea Te’ Land Trust (STLT) is an urban Indigenous women-led land trust based in the San Francisco Bay Area that facilitates the return of Indigenous land to Indigenous people. Through the practices of rematriation, cultural revitalization, and land restoration, Sogorea Te’ calls on Native and non-Native peoples to heal and transform the legacies of colonization, genocide, and patriarchy and to do the work our ancestors and future generations are calling us to do.

American Indian Child Resource Center (AICRC) is one of the long-standing Native American service providers for the Native American community in the San Francisco Bay Area. Established in the post-Relocation Era in 1974, its services center around Social Services, Indian Child Welfare Advocacy and Foster Care programs for American Indian families and youth. Over the years an Indian Education Center was established and provides an after-school program with education and cultural resources for 6th to 12th grade-age students in Oakland schools. In recent years we have a Native garden program and a garden internship program.

The Finance Director (FD) is a 40 hour/week, full time position (% STLT and % AICRC) that reports directly to the Directors of both organizations. The FD provides strategic thought-partnership, leadership and coordination in the administrative, information technology, operations, finances, and accounting areas of STLT and AICRC. The FD is a point of contact for external partners, including our bookkeeping firm, manages the flow of information and project details internally, and supports other finance and administrative team members.

Key Responsibilities

- Analyze and present financial reports in an accurate and timely manner and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit and tax process, liaise with external auditors, our bookkeeping firm, and board of directors.
• Oversee and lead the annual budgeting and planning process with the Co-Director. Work with staff and board to develop/implement program and organizational budgets.
• Support California and federal nonprofit compliance, and provide financial reports for annual property tax exemptions, insurance and other requirements.
• Manage organizational cash flow and forecasting to support operational requirements.
• Maintain a robust contracts management and financial reporting system to ensure timely contract billing and collection.
• Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting.
• Supervise the Office Manager and oversee accounts receivable and payable.
• Administer the credit card system (RAMP), including fund delegation and transaction approval.
• Work closely with the Director to manage bank, stock and investment accounts.
• Administer employee payroll.
• Coordinate employee benefits and retirement plans.
• Support the development and implementation of organizational financial policies and procedures.

Qualifications

• Demonstrated commitment to racial, gender, economic and environmental justice.
• 7-10 years of nonprofit financial/management experience
• Experience with final responsibility for the quality and content of all financial data, reporting and audit coordination for an organization or significant program area.
• Proven track record in grants management.
• Tech-savvy with knowledge of accounting and reporting software and experience selecting and overseeing software installations and managing relationships with software vendors. Familiarity with platforms such as Xero, Gusto, Plooto, RAMP, Bill or similar software is a plus.
• Excellent communication and relationship building skills with an ability to translate financial concepts with internal and external stakeholders.
• Personal qualities of integrity, credibility, and dedication to our purpose.
• Strong organizational and project management skills.
● Ability to work independently and collaboratively, with people from a wide range of cultural backgrounds, training, skill levels, and experiences.
● Ability to proactively and creatively develop new ideas, solve problems, and motivate team members.

Compensation

● FT position, 40 hours a week
● 125k annual, + benefits after 90 days
● Kaiser Gold medical insurance
● 2 weeks paid vacation
● 2 weeks paid hibernation
● 2 weeks paid cultural development time
● Education and wellness stipend

Indigenous (e.g., Turtle Island, Pacific), Black, Latinx/a/o, Asian, People of Color, Women, Femmes, Queers, and Two Spirit identified People encouraged to apply.

Please submit your resume and cover letter to info@rematriatetheland.org Applications accepted on a rolling basis, Position is open until filled.