## BASIC INFORMATION

<table>
<thead>
<tr>
<th>Job Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Provisional Period</td>
<td>180 days</td>
</tr>
<tr>
<td>Job Title</td>
<td>Chief Financial Officer, StrongHearts Native Helpline</td>
</tr>
<tr>
<td>Location</td>
<td>Eagan, MN</td>
</tr>
<tr>
<td>Department</td>
<td>IT</td>
</tr>
<tr>
<td>Position Type</td>
<td>FT-Salaried, FT-Hourly, PT Hourly (16 Hours), PT Hourly (24 Hours), Relief, Temp, Intern-Paid, Intern-Unpaid</td>
</tr>
<tr>
<td>Reports to</td>
<td>StrongHearts Director/NIWRC Director of Business Services</td>
</tr>
<tr>
<td>Supervises</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Shift</td>
<td>Full-time, Salaried, Regular</td>
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</table>

## GENERAL POSITION PURPOSE STATEMENT

The Chief Financial Officer (CFO) is responsible for the administrative, financial and risk management of the organization, to include the development of a financial and operating strategy metrics tied to that strategy, budgeting and forecasting, managing and running all finance activities, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. The CFO reports to the StrongHearts Director.
## ESSENTIAL RESPONSIBILITIES AND DUTIES

### Planning
- Assist in formulating the organization’s future direction and supporting tactical initiatives.
- Monitor and direct the implementation of strategic business plans.
- Develop financial strategies.
- Manage the capital request and budget processes.
- Develop performance measures and monitoring systems that support the organization’s strategic direction.

### Operations
- Participate in key decisions as a member of the executive management team.
- Maintain in-depth relations with all members of the management team.
- Manage the accounting, human resources, tax and treasury departments.
- Manage any third parties to which accounting or finance functions have been outsourced.
- Oversee the organization’s transaction processing systems.
- Oversee the budget preparation with department managers.
- Implement operational best practices.
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
- Supervise acquisition due diligence and negotiate acquisitions.

### Financial Information
- Oversee the issuance of financial information.
- Report financial results to the board of directors.

### Risk Management
- Understand and mitigate key elements of the company’s risk profile.
- Monitor all open legal issues involving the organization.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Ensure that the organization complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirement of auditors and government agencies.
- Report risk issues to the finance committee of the board of directors.
- Maintain relations with external auditors and investigate their findings and recommendations.

### Funding
- Monitor cash balances and cash forecasts.
- Invest funds.
- Arrange for debt financing.

### Third Parties
- Participate in conference calls with the investment community.
- Maintain banking relationships.
- Represent the organization with investment bankers.

*This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management.*
### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor’s Degree in Accounting, Finance or related field (MBA Preferred)
- 5 years in senior financial managerial position
- Advanced computer skills including proficiency in MS Office, Google Suite
- Exceptional communication skills
- Results oriented, strategic thinker and planner
- Commitment to the StrongHearts Native Helpline mission, vision and values.

### PREFERRED JOB SKILLS

- Master’s Business Administration
- Professional accounting designation (CA, CMA, CPA)
- Ten years experience in senior financial managerial position
- Advanced computer skills including proficiency in MS Office, Google Suite
- Exceptional communication skills
- Results oriented, strategic thinker and planner
- Commitment to the StrongHearts Native Helpline mission, vision and values.

### OTHER REQUIREMENTS AND WORK CONDITIONS

- Ability to read, write and converse in English.
- Valid driver’s license required with excellent driving record.
- Demonstrated experience living and/or working in Native communities preferred.
- Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations. Requires bending, stooping, lifting and carrying objects up to 50 pounds, with or without accommodations.

*The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, the Director, and the mission, vision and values of the StrongHearts Native Helpline. This description does not modify any employee’s at-will-status and is not a contract for continued employment of any duration.*

Signature ___________________________________ Date _______________

StrongHearts Chief Financial Officer (FT)

Signature ___________________________________ Date _______________

Director, StrongHearts Native Helpline
Applicant Information

Full Name: ________________________________ Date: ________
  Last                          First                          M.I.

Address: _______________________________________________________________
  Street Address.                                      Apartment/Unit #
  _______________________________________________________________
  City                                                                         State              ZIP Code

Phone: ___________________________________________ Email: ____________________________

Date Available: _______________ Social Security #: ________________________________

Position Applying for: __________________________________________________________

Tribal Affiliation: ___________ Enrolled or Descendant: ___________ Tribal Enrollment Number: ___________

Are you a citizen of the United States? YES   NO     If no, are you authorized to work in the U.S.? YES   NO

Have you ever worked for this company? YES   NO     If yes, when? ____________________________

Have you ever been convicted of a crime? YES   NO     If yes, explain: ____________________________

Are you currently or have you ever been on any federal contracting exclusion list? YES   NO
If yes, explain: ______________________________________________________________

Education

High School: ________________________________ Address: ________________________________
  From: ________ To: ________ Did you graduate? YES   NO                          Diploma: ________________________________

College: ________________________________ Address: ________________________________
  From: ________ To: ________ Did you graduate? YES   NO                          Degree: ________________________________
References

Please list three professional references.

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
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</tr>
<tr>
<td>Address:</td>
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Previous Employment

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<th>Company:</th>
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<tbody>
<tr>
<td>Address:</td>
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</tr>
<tr>
<td>Job Title:</td>
<td>Starting Salary:$</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td></td>
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<tr>
<td>From:</td>
<td>To:</td>
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May we contact your previous supervisor for a reference? [ ] YES  [ ] NO

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May we contact your previous supervisor for a reference? [ ] YES  [ ] NO
Company: ___________________________ Phone: ______________
Address: __________________________ Supervisor: ______________
Job Title: __________________________ Starting Salary: $_________ Ending Salary: $_________
Responsibilities: ________________________________________________________________
From: ___________ To: ___________ Reason for Leaving: ________________________________

May we contact your previous supervisor for a reference?  YES  NO
Military Service

Branch: ___________________________ From: ___________ To: ___________

Rank at Discharge: _______________ Type of Discharge: ___________________

If other than honorable, explain: _______________________________________

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize The National Indigenous Women’s Resource Center to verify employment and conduct a background check.

Applicant
Signature: ________________________________________________ Date: ___________

For an application to be complete, it must contain the following:

1. Completed and signed application
2. Letter of Interest
3. Resume

Please submit all materials in confidence to:
Email: jobs@strongheartshelpline.org