



Position Description: Director of Finance  
Reports to: Executive Director  
Status: Full-time, FLSA Exempt  
Benefits: Eligible for Full Benefits  
Location: Flexible. If remote, travel to Fort Washakie, WY will be required as needed.

#### About Wind River Development Fund

The Wind River Development Fund (WRDF) is a non-profit 501(c)(3) community development corporation that provides financial opportunities to stimulate economic development on and near the Wind River Indian Reservation in Wyoming, promoting self-sufficiency, self-determination and an enhanced quality of life for the reservation community. WRDF is a certified Native Community Development Financial Institution (CDFI) providing financial and development services that are often unavailable from mainstream financial institutions. The Wind River Development Fund is a financially healthy, growing organization with a committed Board of Directors and a dedicated staff.

#### Position Summary

The Director of Finance works collaboratively with the Board of Directors, Executive Director and Loan Officer to develop, recommend, and implement strategies to ensure the organization has the financial resources to achieve its current and future goals. Once financial strategies are approved, the Director of Finance is the lead on implementation, working closely with the Executive Director.

The Director of Finance will participate in organizational budgeting (near and long-term), capital management, loan loss reserve accounting, investment and cash management, and purchasing activities. The Director will collaborate with the Executive Director to seek and acquire new loan capital and grants from a variety of sources. The Director will negotiate and manage consultant and vendor contracts related to the audit, human resources, insurance, benefits, and building management and property leases. On financial matters, the Director will represent the WRDF to financial partners, including financial institutions, funders, Federal and State agencies, auditors, and the Mountains Plains Native CDFI Coalition.

The Director of Finance will lead all day-to-day finance operations, including functional responsibility over accounting, accounts payable and receivable, payroll, and grants administration. The Director of Finance, with the support of the Executive Director, will ensure that WRDF has the systems and procedures in place to support effective program implementation and flawless audits. The Director of Finance will work closely with the program staff, not only to educate them regarding financial and accounting procedures but also to explore how the finance function can support program operations.

#### Specific Responsibilities

Oversee organizational budgeting, financial reporting, capital management, near and long-range forecasting, loan loss reserve accounting, investment and cash management, grants management, audit, accounting, purchasing, property lease, and insurance activities.

#### Budgeting:

- Working collaboratively with the Board of Directors and Executive Director, prepare the detailed annual operating budget with clearly articulated projections and sound financial assumptions. Present the budget to the Board of Directors for review and approval.
- Develop a long-term, multi-year budget that aligns with the organization's strategic plan and projected capital to ensure the organization has the financial resources to achieve its current and future goals.
- Prepare monthly, quarterly and annual budget performance reports for the Executive Director and Board of Directors.
- Monitor the CDFI and lending industries to identify potential financial risks and conduct scenario planning to highlight implications for the WRDF budget.

#### Financial Management, Planning and Reporting:

- Establish systems to track financial results with an emphasis on leading indicators, financial ratios, and industry performance benchmarking.
- Assure that all financial obligations are comprehensively monitored for compliance, including balance sheet, operating, reserve, and leverage covenants.
- Manage and monitor the organization's cash flow and lending capital needs.

#### Compliance and Audit:

- Administer, monitor, and recommend improvements to internal financial policies and procedures to industry-leading controls and services at all times.
- Develop and implement strategies to recognize and mitigate financial risks.
- Perform monthly bank reconciliations for review by Executive Director.
- Perform monthly portfolio and balance sheet reconciliations, including reconciliation with TEA loan management software.
- Direct, manage, and support the preparation and issuance of the annual audit.
- Attend meetings with external auditors to plan audit, provide auditor with requested reports and data in a timely manner, and provide other support as required to ensure a clean audit.
- Lead preparation of the organization's IRS Form 990. Prepare 990 Form for review by the Executive Director and Board of Directors.

#### Payroll and Benefits:

- Enroll new employees in appropriate compensation and benefit programs.
- Process bi-weekly payroll, including salary, taxes, and retirement plan.
- Process benefits: health, life insurance, workers compensation, unemployment and retirement.

#### Property Leases:

- Update and manage building leases to ensure a positive cash-flow for the organization. Monitor leases for renewal dates and notification periods.
- Issue invoices to tenants and ensure timely lease payments.
- Proactively manage utility and property expenses.
- Prepare quarterly financial reports specific to WRDF properties.

#### Staff Management:

- The Director of Finance directly supervises the Accounting Associate, a 20 hour per-week position.

### Qualifications

At least five (5) years professional experience as a Finance Director, Controller and/or senior financial officer or similar experience is required. Experience working at a financial institution, lending organization or large nonprofit. Direct experience with a Community Development Financial Institution is highly desirable. Experience in nonprofit finance and reporting requirements is highly beneficial to being successful in the role. Requires a Bachelor's degree in accounting, finance and/or business administration (MBA preferred). Commitment to nonprofit community development and supporting strong tribal communities.

- Excellent understanding of the affordable housing and community development funding landscapes strongly preferred. Knowledge and experience with lending operations, loan funds, and nonprofit organizations are strongly preferred. Experience analyzing and managing portfolio risk is highly beneficial.
- Strong financial planning and analysis skills. Ability to synthesize and analyze large quantities of data and translate this information into an understandable narrative format.
- Thorough knowledge of accounting principles and practices as well as budgeting, purchasing, and electronic data processing applications.
- Fluency with Microsoft Office suite, in particular Excel, and QuickBooks is required.
- Strongly self-motivated and able to follow through in completing high-quality, detailed work with minimal supervision.
- Capacity to prioritize and simultaneously manage multiple tasks to meet internal and external deadlines.
- Ability to maintain confidentiality.
- Excellent communications and relationship building/management skills.
- Ability to prepare clear, accurate, well-organized written communications and to communicate verbally in an effective and concise manner.

### Salary and Benefits

WRDF offers a competitive salary based on experience and skills, as well as an excellent benefits package, including health, dental, vision, life insurance, SEP savings plan with employer match, and paid time off.

### Application Process and Deadline

If you are interested in this exciting opportunity, please send a cover letter and resume to: [shila@wrdf.org](mailto:shila@wrdf.org). The position will be open until filled.