



Position Description: Finance Manager – Federal Programs

Reports to: Chief Financial Officer

Status: Full-time, FLSA Exempt

Benefits: Eligible for Full Benefits

Location: Preference for on-site, but will also consider remote/hybrid.

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 Finance Manager – Federal Programs works collaboratively with the Chief Financial Officer (CFO) and Executive Director. The position will focus on the effective financial management of the organization's significant federal grants. This position will monitor grant budgets, reimbursement requests, payments, compliance reports, procurement, and reporting.

Specific Responsibilities

In collaboration with the entire finance team, oversee the financial aspects of approximately 15 federal grants totaling more than \$40 million. Support the audit, accounting, procurement, and reporting activities.

- Develop industry best financial systems, policies, and procedures with the ability to scale operations quickly.
- Working collaboratively with the Executive Director and Chief Financial Officer, ensure the efficient and proactive financial management of all federal grants, budgets, revenue, and reimbursement.
- Prepare monthly, quarterly and annual federal financial reports (FFRs) for the CFO's review.
- Process invoices, verify payment terms and documentation, and prepare payment requests.
- Support the preparation of the annual audit by following all regulatory and legal policies and procedures. Ensure that WRDF is "audit-ready" at all times.
- Monitor and recommend improvements to internal financial policies and procedures.
- Develop and implement strategies to recognize and mitigate financial risks.

Qualifications

- Bachelor's degree in accounting, finance, business administration or relevant field.
- Strong financial planning and analysis skills. Ability to synthesize and analyze large quantities of data and translate this information into an understandable narrative format.
- Knowledge and experience with financial concepts and financial statements, accounting principles and practices, budgeting, and purchasing.
- Experience with federal grants, guidelines in 2CFR200, federal procurement requirements, reporting and compliance.
- Fluency with Microsoft Office suite, in particular Excel. Working knowledge of QuickBooks is a plus.
- The ability to stay focused on very detailed work, prepare excellent documentation, and be very organized.
- Ability to maintain confidentiality.
- Excellent communications and relationship building/management skills.

What will make you stand out

- Master's degree in accounting, finance and/or business administration or advanced certifications that demonstrate the ability to serve as a subject matter expert.
- Extensive experience managing large federal grants with a proven record of maintaining 100% compliance and supporting clean audits at all times.
- Demonstrable knowledge of compliance best practices and federal regulations (2 CFR 200).
- Advanced expert with QuickBooks and the ability to learn new systems quickly.
- Alignment with WRDF's Indigenous values of Courage, Respect, Humility, Wisdom, Shared Path, and Sunrise Thinking.

Salary and Benefits

The compensation range for this position is \$60,000 to \$85,000 depending on experience and qualifications. This position is eligible for WRDF's performance-based bonus system. WRDF offers an excellent benefits package, including health, dental, vision, life insurance, SEP savings plan with employer match, and paid time off.

Please Note

This position is funded by a five-year federal grant and is dependent upon availability of funds from the federal government. All employees of WRDF are employed, at-will, for an indefinite term and by mutual consent.

Please send your resume to lisa@wrdf.org for consideration.