



Wisconsin Native Loan Fund, Inc. Position Description

Position:	Chief Financial Officer
Reports to:	CEO
Salary:	Salary commensurate with experience
Status:	Full-time Exempt
Location:	Remote/Hybrid; Main Office located in Lac du Flambeau, WI Residency within the State of Wisconsin may be required.
Posted:	2/16/2024
Closes:	3/15/2024

POSITION SUMMARY

The Chief Financial Officer is part of the Executive Team supporting the CEO and has the primary responsibilities of performing risk management and planning the organization's financial strategy.

DUTIES AND RESPONSIBILITIES

1. Actively investigates and safeguards financial resources.
2. Plans, implements, manages and organizes all financial aspects including preparation and management of all budgets and forecasting.
3. Manages and coordinates audit activities, proper filing of tax returns and compliance.
4. Manages lending and investments.
5. Drives the organization's financial management and planning.
6. Performs risk management by analyzing the organization's liabilities and investments.
7. Manages investment strategies by analyzing cash and liquidity risks.
8. Controls, manages, and evaluates fundraising plans and capital structure.
9. Allocates resources and ensures cash flow is appropriate for operations.
10. Analyzes financial trends and tracks applicable KPI's.
11. Forecasts ROI for current and future programs and conducts profit and cost analysis for sustainability.
12. Oversees all accounts, ledgers, financial software and reporting systems ensuring policies and procedures are in compliance with appropriate GAAP standards, grant and funder compliance, audit compliance, and other regulatory requirements, as well as proper maintenance of all accounting systems and function.
13. Prepares reliable & timely quarterly financial statements, loan and investment portfolio analysis, health of portfolio, portfolio impact, narrative and analysis for Board of Directors and funders.



14. Develops an annual chart of accounts and allocates expenditures accordingly to grants and contracts and provides expenditure reports to the Executive Team and Programs Department for grant and contract compliance.
15. Leads and manages staff and consultants in the collection and provision of timely fiscal information and impact data in coordination with all its constituents and partners.
16. Ensures overall compliance for funders, grantors, auditors and other regulatory agencies.
17. Manages and supervises the Finance and Lending Departments, including developing workplans, training and development plans for staff, maintaining policies and procedures, consultant guidelines and interaction with other departments; developing budgets, deployment plans and meeting projected lending goals.
18. Track the investments and recommends investment decisions to the CEO based on cash flow and operational needs.
19. Works closely with the lending team to ensure proper accounting & reconciling accounts between accounting software and lending software.
20. Performs due diligence, financial analysis, and creates credit memos as required.
21. Works with and as part of the programs team performing financial management and lending technical assistance and training.
22. Develops, implements, and performs customized financial management and lending technical assistance to the CDFI industry.
23. Represents the organization to investors, funders, and other public officials as required.
24. Actively participates in Executive Team meetings.
25. Perform other program related duties or special projects as directed by the Executive Director.

EDUCATION AND EXPERIENCE:

Masters in Accountancy or equivalent is required. CPA Certification preferred.
Experience working in a non-profit setting in a similar position.

KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

Strong organizational, written and oral communication skills.
Exceptionally detail oriented with strong analytical thinking and abstract reasoning skills.
Excellent computer skills; Word, Excel, accounting software.
Strong aptitude for financial matters.
Knowledge/Previous training in OMB-A133 and GAAP.
Ability to work under pressure and meet deadlines consistently.
Ability to handle multiple projects at one time.
Self-directed, self-motivated, sound decision maker.
High ethical and professional standards.
Ability to work as a team player.



Ability to travel for professional development, service delivery and investor/partner events. Must have an automobile, valid driver's license and insurance.

No extraordinary physical requirements. Job requires normal physical requirements for an office position.

Equal Opportunity Employer

WINLF is an Equal Opportunity Employer except to the extent required by Native American Preference and Veteran Preference, WINLF prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, and any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

WINLF is a drug-free work environment. A pre-employment drug testing and criminal background check may be required.

WINLF provides competitive pay, a generous benefits package and a supportive work environment.

To Apply:

Please submit the following to David Gouwens, Chief Operating Officer at David.Gouwens@winlf.org:

- Resume with three (3) professional references.
- Education Degree and Training Certifications.
- Salary requirements and employment conditions.
- Cover letter explaining how your knowledge, skills and abilities fit this position & our organization.

Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution Inc. that provides affordable loans and financial education to Wisconsin Native communities.