



Director of Finance

The National American Indian Housing Council (NAIHC) is seeking a highly qualified individual to serve as full-time Director of Finance based in its Washington, DC headquarters.

About NAIHC

The National American Indian Housing Council (NAIHC) is a national nonprofit organization founded in 1974 to advance housing opportunities and capacity building for Native communities across the United States. NAIHC represents the broad interests of Tribes, Tribal housing authorities, and Tribally designated housing entities (TDHEs), serving as the leading voice for American Indian housing advocacy, training, technical assistance, and policy development.

Through events, training programs, and legislative advocacy, NAIHC works to ensure that Native people have access to safe, affordable, and culturally appropriate housing. NAIHC also works with public, private, and nonprofit partners to strengthen the capacity of Tribal housing programs and advance self-determination in housing and community development.

Position Summary

The Director of Finance serves as a key member of NAIHC's senior leadership team and is responsible for the overall management and integrity of the organization's financial operations, systems, and reporting. This position will oversee all accounting, budget, audit, and grant financial management activities, ensuring full compliance with federal requirements.

The Director of Finance provides strategic guidance and hands-on leadership for the organization's financial health—balancing long-term fiscal strategy with the day-to-day oversight required of a growing, mission-driven nonprofit that serves Tribal communities nationwide.

Key Responsibilities

- Serve as a strategic partner to the Executive Director and senior leadership team,

contributing to organizational planning, growth, and sustainability.

- Provide data-driven financial analysis, forecasting, and recommendations that inform organizational decisions and long-term planning.
- Develop and implement financial policies, procedures, and internal controls aligned with nonprofit best practices and federal compliance standards (OMB Uniform Guidance, GAAP, etc.).
- Collaborate across departments to align budget priorities with programmatic goals and strategic initiatives.

Financial Management & Oversight

- Oversee all accounting, cash management, and financial reporting functions.
- Reconcile bank statements monthly.
- Reconcile A/P subsidiary ledger to the A/P general ledger monthly.
- Prepare and maintain a Grant/Contract Summary form for each grant or contract.
- Prepare monthly, quarterly, and annual financial statements.
- Prepare, reconcile, and manage the organization's annual budget in collaboration with the Executive Director and Chief of Staff.
- Lead annual audits and ensure full compliance with federal and grant-specific requirements, including HUD, Treasury, and other funding sources.
- Monitor grant expenditures and prepare reports as required by funding sources, ensuring timely submissions and adherence to funding regulations.
- Oversee procurement, contracts, and investment of organizational funds in accordance with board-approved policies.
- Manage organizational banking relationships and cash flow to maintain stability and transparency.

Grant and Contract Management

- Oversee fiscal management of federal and foundation grants, ensuring all allowable costs and reporting requirements are met.
- Prepare monthly invoices for each award, compare expenses to date against budgeted expenses for each work plan, and reconcile invoices with general ledger details by award and work plan.

- Support proposal development and budget submissions for new grants and contracts.
- Coordinate with program staff to ensure timely invoicing, drawdowns, and reimbursement requests.
- Ensure ongoing staff training in financial policies, systems, and compliance standards.
- Lead finance related meetings and serve as a bridge between finance, program, and administrative teams.

Governance & Reporting

- Serve as primary staff liaison to the Finance Committee of the Board of Directors.
- Prepare and present financial reports and analysis to the Board, funders, and auditors.
- Prepare monthly invoices for each award, compare expenses to date against budgeted expenses for each work plan, and reconcile invoices with general ledger details by award and work plan.
- Recommend financial policy updates to the Executive Director and Board for review and adoption.
- Maintain transparency in financial practices and communicate effectively with all stakeholders.
- Oversee financial operations related to human resources, office management, and IT systems, in collaboration with the Executive Director or Chief of Staff.
- Ensure that financial software and data systems are up-to-date, efficient, and secure.
- Support efforts to diversify revenue streams and strengthen NAIHC's financial resilience through improved financial systems and cost management.

Qualifications

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required; Master's degree or CPA preferred.
- Minimum of 10 years of progressive experience in nonprofit or governmental financial management, preferably with agencies or organizations serving Tribal or rural communities.
- Experience managing federal grants (HUD, Treasury, USDA, or HHS preferred) and

familiarity with OMB Uniform Guidance (2 CFR Part 200).

- Proven record of experience with audits, developing budgets, and producing clear and compliant financial reports.
- Experience serving on a finance team and building systems that support organizational growth.
- Expertise with fund accounting software (e.g., QuickBooks, Deltek, CostPoint, NetSuite, MIP Fund Accounting, or similar) and proficiency in Microsoft Office Suite (especially Excel).

Knowledge, Skills, and Abilities

- Strong understanding of nonprofit accounting principles and GAAP standards.
- Strong analytical and problem-solving skills, with attention to accuracy and detail.
- Excellent interpersonal and communication skills; ability to translate complex financial information for non-financial audiences.
- General knowledge of Tribal governance and housing program funding regulations preferred.
- Ability to exercise sound judgment, confidentiality, and integrity in financial decision-making.
- Commitment to advancing NAIHC's mission and supporting Tribal self-determination in housing and community development.

Work Environment & Conditions

- Primarily office-based in Washington, DC with some telework flexibility.
- Occasional travel required for conferences, board meetings, and training events.
- Normal office conditions with minimal physical demands.

Compensation and Benefits

- NAIHC offers a competitive salary commensurate with experience and qualifications, along with a comprehensive benefits package that includes:
- Health, dental, and vision insurance

- Retirement plan with employer contribution
- Paid time off and federal holidays
- **Salary Range: \$110,000 – \$130,000 annually (depending on qualifications)**

Equal Opportunity Employment

NAIHC is an equal opportunity employer. However, NAIHC will provide consideration in its employment practices to persons who are members of state & federally recognized Indian Tribes and Veterans to the extent permitted by law. Persons wishing to be considered under this policy must provide a duly authorized certificate of tribal enrollment.

Interested applicants should submit a cover letter, resume, and 3 professional references to the NAIHC Chief of Staff Sam Marquez at smarquez@naihc.net. Candidates selected for interviews must be available for face-to-face interviews upon request. Deadline to apply is December 19, 2025.