



## FINANCIAL MANAGEMENT POLICY SPECIALIST JOB DESCRIPTION

1101 30<sup>th</sup> Street, NW • Suite 500 • Washington, D.C.

**Title:** Financial Management Policy Specialist

**Reports To:** Executive Director

### PRIMARY DUTIES AND RESPONSIBILITIES

#### Financial Management Policy Specialist

- Seeks and maintains knowledge and awareness of current accounting, investment, and economic development issues, policies having a potential impact on tribes, trends, theories, and research in financial management.
- Activates and involves NAFOA Member Tribes, the financial management community, and sister associations to ensure a coordinated effort for voicing positions in advocacy efforts with federal agencies and financial regulatory organizations.
- Collects data and information from Member Tribes and the financial management community to formulate arguments essential to communicate potential effects on tribal governments.
- Presents the interests of the NAFOA community with outside parties, such as the Office of Management and Budget (OMB), Governmental Accounting Standards Board (GASB), and Congress through comment letters, drafting correspondence, and drafting testimony.
- Develops email broadcasts, website content, and other communications related to federal legislative, OMB, and GASB proposed changes to increase awareness of issues affecting tribal governments and their enterprises.
- Contributes to growing the NAFOA community by building and maintaining relationships with tribal leaders, key congressional, administrative, and regulatory staff.
- Plans and coordinates the “Financial Management” sessions at the spring and fall conferences by developing the content and recruiting speakers.
- Assists the policy team with providing timely legislative and regulatory updates to NAFOA members through the “Policy Report,” Executive Director’s report at conferences, and in-person meetings.

## **Professional Development**

- Develops and plans programs, services, special webinar, and in-person education events to support professional development objectives based on NAFOA's organizational goals.
- Evaluates NAFOA's professional development programs and recommends modifications, re-branding or creation of new programs and services based on research of Member Tribe training needs and emerging trends in financial management within Indian Country.
- Implements a marketing and communication plan to increase outreach and knowledge of NAFOA's professional development offerings, including the Tribal Financial Manager Certificate Program, webinars, and resource publications through email broadcasts, mailers, and invitations.
- Periodically represents NAFOA at educational events, webinars, etc. as requested, including preparing and giving oral presentations to promote NAFOA's education programs.
- Oversees NAFOA's publication resource projects, including project management and correspondence related to authoring books.

## **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- Strong working knowledge of Native American culture and the economic policy issues impacting tribal governments. Experience in tribal government operations or understanding tribal governments a plus.
- Superior communication skills both orally and in writing in an effective, professional, and timely manner; including authorship, editing, and proofreading.
- Proficient in Microsoft Office applications.
- Attention to detail, accuracy, and deadlines.
- Strong organizational skills to handle multiple overlapping projects.
- Ability to effectively work in an environment where interaction with NAFOA team members is primarily through email, texting, telephone, and other distance communications methodologies.
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines.
- Excellent problem solving and negotiation skills; ability to effectively collect, analyze, organize, distill, and present information.
- Ability to represent NAFOA in a professional manner.
- Capacity to undertake work with minimum supervision.

## **QUALIFICATIONS**

- Advanced degree preferred (law or MBA) or experience may be substituted for education in the primary areas required for this role (e.g., research, policy, business management, finance, or equivalent).
- Three years of experience in the general topic area of federal Indian policy. Prior government or industry experience may be substituted for direct policy experience.
- Availability and willingness to travel as necessary.
- Possess advanced writing skills and the ability to summarize detailed policy issues into easy to read and understood documents. Ability to proof read and edit.

**WORK HOURS**

This is a Forty (40) hours per calendar week position, fifty-two (52) weeks per calendar year; provided, however, during the time periods leading up to, during, and immediately following NAFOA conferences and similar events, involvement up to Sixty (60) hours per week will be required.

**COMPENSATION**

Annual Salary: Negotiable based on experience and skill set related to the qualifications stated.

**WORK ENVIRONMENT**

Work from a home office as set out in Attachment A to this Position Description; and meet with NAFOA staff and partners in person as directed. Domestic travel is required for conferences, policy work in Washington D.C., client relationship building, and staff meetings.

## ATTACHMENT A

### REMOTE OFFICE LOCATION

#### *Home Office Generally*

This position offers the flexibility inherent in working from home. To offer this benefit NAFOA expects and considers it to be a job requirement that the Financial Management Policy Specialist create a work space (“home office”) in his/her dwelling conducive to performing his/her duties on behalf of NAFOA.

The Financial Management Policy Specialist is responsible for (i) basic office furniture costs, (ii) the rent and utilities of the home attributable to the office, and (iii) other general supplies to perform the work.

#### *Phone and Internet*

The success of this position is founded on the use of the Internet and the telephone. Consequently:

NAFOA will provide the Financial Management Policy Specialist with a cellphone and laptop computer for his/her use at home or travel, and an external hard drive to be used for backing-up all NAFOA related files of any nature and type.

The Financial Management Policy Specialist may use the NAFOA provided cellphone for personal use that does not cause any additional charges to NAFOA. Outgoing messages or voicemail messages must clearly and professionally indicate the Financial Management Policy Specialist’s role with NAFOA and the ability for someone to leave a message for the Financial Management Policy Specialist in this capacity.

The Financial Management Policy Specialist will be responsible for backing up his/her computer files at least once a calendar month on the hard drive that NAFOA provides; and storing that hard drive in a safe place. In addition, the Financial Management Policy Specialist will have a NAFOA email account that automatically receives and forwards all emails sent from or received by the Financial Management Policy Specialist’s NAFOA email address. Periodically and at least quarterly, the Financial Management Policy Specialist must send him/herself and his/her supervisor a compressed file of his/her NAFOA hard drive to his/her respective NAFOA email accounts, that will serve as a backup in case of a local disaster.

NAFOA’s remote working office environment is functional thanks to many tools and protocols the Organization has adopted. This position requires regular communication with the Executive Director or other Executive Director designee, fellow colleagues and NAFOA staff, NAFOA Partners, member Tribes, suppliers, vendors, consultants, contractors, and others via email, telephone, conference calls, web conferencing, website posting, blogs, wiki participation, and instant messaging; as well as other forms of communication which may become available in the future. As part of the Financial Management Policy Specialist’s employment with NAFOA, the Manager will need to become familiar and comfortable with using all of these communication options in order to facilitate an effective working environment for all.