



September 27, 2021

**Non-Profit Seeks Finance Contractor for Immediate Opening:  
*Interim Chief Finance Officer or Finance Director*  
*Specializing in Not-for-Profit Financial Leadership, Management and Governance*  
**Anticipated 3-4 Month Engagement****

**About Us:**

- National Indian Health Board (NIHB) is a national Non-Profit Organization in the space of health and public health advocacy, research, policy analysis, programs and communications
- Located on Washington, DC
- 29 Employees/2 Part Time
- \$6.2 million annual operating budget
- Majority of funding from federal grants: US Department of Health and Human Services/related agencies
- Just completed 2020 organization financial audit – CLEAN AUDIT
- Current CFO resigned – Last Day October 22
- Experiencing a period of high turnover

**What We Need:**

**We Need an Interim CFO to start with our organization as soon as possible. Primary expectations:**

1. Current background check with employer-provided indemnification against dishonesty
2. Receive training from outgoing CFO
3. Proven track record of successful CFO professional experience in non-profit sector
4. Work alongside current CFO to ensure proficiency
5. Participate as part of Senior Management Team/Stabilizing presence within organization
6. Manage all aspect of financial management for NIHB, including payroll, 401(k) contributions, etc.)
7. Manage all aspects of financial management of federal grants (tracking, budget and budget narrative preparation in collaboration with programs staff, timely, accurate, thorough and otherwise compliant reporting to funders and federal government)
8. Provide Board of Directors with Financial Report during Board meeting, week of November 4, 2021
9. In collaboration with CEO create and present to Board 2022 budget
10. Review and update NIHB's financial policies and procedures
11. Work toward development of Indirect Cost Rate
12. Assist Senior Management team with securing new office space/negotiate lease
13. Provide Program staff with monthly project burn rates and assist with budget rewrites as necessary
14. Provide CEO with monthly and quarterly financial reports
15. Manage one finance staffer
16. Lead completion of implementation of Monday.com grants management system
17. Proficiency in QuickBooks
18. Assist with recruitment and onboarding of new full time, permanent CFO/FD
19. Train new CFO or FD

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