

L.I.G.H.T. Foundation Budget Finance Officer

Job Description and Responsibilities

Mission & Purpose: The L.I.G.H.T Foundation (LF) is organized exclusively for, and will be operated exclusively for, educational, conservational, literary, and research purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The corporation will focus on the preservation of plant conservation to restore native plant food and medicine gathering areas to preserve the cultural heritage and traditions of the Pacific Northwest Tribes.

Budget and Finance Officer's Role: To provide executive level administration and management of the operations of LF, including its operations ("operations"). The Budget and Finance Officer will participate with both the Council of Guides ("Council") and Executive Director in providing advice, resources, information and reports to develop and implement the strategic and business plans for the operations. The LF Budget and Finance Officer will be responsible for overseeing financial operations, managing budgets, ensuring compliance, and providing financial insights to support the organization's mission. Responsible for the overall financial operations and budgetary management of the fiscal budget process and accounting practices, including staff, volunteer, and intern development and supervision. Reports to and is supervised and directed by the Executive Director.

Major Responsibilities:

- Provide leadership in developing financial plans with the Executive Director and staff and carry out plans and policies authorized by the Council and/or Executive Director.
- Provide reports, information and resources to the Executive Director in a timely manner on all matters affecting the internal and external activities, finances, property and reputation of the operations, and ensure performance of annual financial review.
- Maintain official records and documents, and ensure compliance with federal and Tribal regulations, including filing annual report to IRS.
- Develop, implement, and monitor the annual budget.
- Provide regular updates and forecasts to the leadership team.
- Prepare and present accurate financial reports on a monthly, quarterly and annual basis.
- Ensure compliance with grant requirements and internal policies described in the LF Financial Policy and Procedures Manual.
- Provide grant and fund management for financial aspects of grant administration, including tracking expenditures and preparing reports for funders and executive team.
- Maintain accurate financial records, including accounts payable/receivable and payroll as described in the accounting and records keeping section of the LF Financial Policy and Procedures Manual.

- Provide audit and compliance requirements, coordinate annual audits, work with external auditors to implement and monitor internal controls, develop and implement correction action plans for any recommended changes due to material findings in the annual third-party audit.
- Conduct financial analyses and convey information effectively and efficiently to help the executive team support strategic planning and decision making.

Qualifications and Attributes

- Education: Master's in Business Administration or Finance, or a Master's in Public Administration, or a Bachelors in Business Administration, Business Management, or a closely related field *preferred*. * If the candidate does not meet the education criterion, then the resume should identify applicable certificates, training or experiences the applicant has obtained which may be beneficial in the selection process in lieu of the M.A. degree.
- Must have at minimum 2 years' experience in the role of budget finance management or similar applicable position experience.
- Knowledge of nonprofit management, accounting practices, and grant proposal processes.
- Excellent verbal and written communication, interpersonal and organizational skills.
- Must pass criminal background check.

*All individuals interested in the position are encouraged to apply, regardless of the level of their education. All applications and subsequent interviews will be reviewed on a case-by-case basis to discern the candidate who may best meet the needs of LF.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.