



Native American Youth and Family Center

Chief Financial Officer

Portland, Oregon

Position Overview

The [Native American Youth and Family Center \(NAYA\)](#) seeks a Chief Financial Officer (CFO) to join its executive leadership team and play a key role in advancing this vibrant and diverse community-based organization serving the Portland metro area's Native community. The CFO will be a strategic and mission-driven leader responsible for oversight of the finance department, which includes a team of 10 responsible for general and grants accounting, accounts payable, payroll, contracts, and compliance. As a core member of the executive team, the CFO will help ensure the growth and sustainability of NAYA's holistic programming, supporting more than 160 employees and managing an annual operating budget of over \$20 million.

This role provides strategic oversight of all major financial functions, including the annual budget process, consolidated audit, fiscal policy development and implementation, internal controls, and the board's Finance and Audit Committee. Reporting to the CEO, the CFO will partner closely with organizational leaders to manage over 100 grants and contracts, a growing affordable housing portfolio, and an emerging property management company. The ideal candidate will bring strong nonprofit financial acumen and proven management experience, and will thrive in a dynamic, culturally specific, and collaborative environment. This role requires both attention to detail and a strategic mindset, as well as the ability to partner effectively with organizational leaders and external consultants.

About NAYA

The Native American Youth and Family Center (NAYA) was founded as an urban Indian agency by parent and elder volunteers in 1974 and incorporated as a 501(c)(3) nonprofit organization in 1994. NAYA serves self-identified Native Americans, from infants to elders, across the Portland, Oregon, metropolitan area. Throughout its history, NAYA has sustained its diverse traditions while expanding and modernizing its programs and services to meet the needs of its people. Today, it impacts the lives of over 10,000 individuals from over 380 tribal backgrounds annually.

NAYA's vision of Portland's Native community in 50 years is one in which the Portland region has a large, growing, proud Native community grounded in its traditional worldview. This united and connected community celebrates its multicultural and multi-tribal heritage as a source of strength. It understands the connection between environment, culture, spirituality, and wellness. Economically secure families thrive and live in homes that provide stability and a place to practice culture and connection. Its successful businesses support the entire Native community and its prosperity. **NAYA's mission is to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education.** NAYA's organizational values are centered in daily life at its campus and service locations and include respect, balance, pride, giving, community, tradition, kindness, accountability, diversity, and leadership.

The Chief Financial Officer Role

The Chief Financial Officer will be a strategic, team-oriented leader who pairs sound financial expertise with a collaborative management approach in support of NAYA's dynamic and community-centered mission. Reporting to the CEO, they will provide leadership and oversight to the finance department's core functions: sound, accurate, and transparent accounting, budgeting, planning, reporting, and compliance.

Organizational Leadership

- Lead financial planning and analysis, including forecasting, cost management, and grant allocation in alignment with NAYA's strategic and annual operating plans. Partner with the C-Suite to co-develop and implement a financial strategy that aligns with NAYA's mission, values, goals, and organizational priorities.
- Proactively raise key issues regarding the organization's financial matters to the leadership team, making recommendations to ensure financial transparency, efficiency, and mission impact.
- Provide regular communication to the leadership team and Board of Directors on the organization's financial performance, including analysis of spending against benchmarks, budget variances, and sector trends.
- Serve as the primary liaison to the board's Finance and Audit Committee. Prepare and present monthly financial reports that support the Board's financial oversight role.
- Partner with the Finance and Audit Committee to select the external audit firm, lead the annual audit process, and work with auditors to present results to the Committee and the Board of Directors.
- Oversee NAYA's annual budget process and midyear review in partnership with leadership and present the budget for committee review and Board approval.
- Develop and maintain excellent working relationships with key financial contacts, including funders, partners, government agencies, consultants, and vendors.

Financial Systems, Accounting, and Reporting

- Provide strategic oversight of all finance and accounting functions, including financial management, regulatory reporting, forecasting and budgeting, annual audits, taxation, finance systems, contract fund management, and treasury.
- Ensure the finance team executes all daily operations accurately and efficiently, including month- and year-end closings, accounts receivable & payable, financial reporting, payroll, invoicing, cash receipts and disbursements, and other core accounting functions. Oversee contract billing and invoicing schedules to maintain timely processing, data accuracy, and consistent cash flow aligned with operational needs.
- Lead the finance team's preparation and delivery of timely, accurate financial reports, budget analyses, invoices, and financial data to organizational leadership, funding partners, and key stakeholders. Support program teams in understanding grant invoicing and reporting requirements, and help them effectively interpret and utilize monthly/quarterly financial reports.
- Continue streamlining and improving NAYA's budgeting and expenditure process by training and educating program leaders on financial issues impacting their budgets. Solicit and implement feedback from other departments to ensure efficiency and compliance in processes and procedures.
- Oversee the development, implementation, and continuous improvement of financial strategies, policies, procedures, and internal controls to ensure alignment with NAYA's financial objectives and organizational goals.

Compliance & Oversight

- Ensure NAYA's full compliance with all local, state, and federal fiscal requirements. Manage financial oversight for multiple entities, including the NAYA Action Fund and NAYA's fully owned housing portfolio, which is consolidated during the organization's single audit.
- Lead and manage the timely completion of the NAYA's consolidated financial audit, federal uniform guidance audit, Form 990 tax return, and the organization's retirement plan audit. Implement systems and strategies to ensure a clean audit and resolve any findings.
- Oversee a robust contracts management system, ensuring consultant and vendor relationship agreements and contracts are compliant and aligned with organizational goals.
- Review audits and tax returns related to NAYA's co-owned affordable housing portfolio, conducted by external partners.
- Ensure accurate and timely processing of payroll and payroll taxes. Oversee proper recording of revenue and accounts receivable, and ensure disbursements and accounts payable are accurate.
- Serve on NAYA's Retirement Plan and Investment Portfolio Trustee Committee, and ensure regular review of relevant policy documents.

Team Management

- Recruit, support, and empower a high-performing finance team (currently 10 FTE, including 3 managers). Ensure the team structure promotes efficient, transparent workflows, robust internal controls, and accuracy, while advancing departmental and organizational goals.
- Foster strong staff performance through clear expectations, ongoing professional development, and a healthy, mission-aligned team culture. Nurture a collaborative, positive, and results-oriented work environment.
- Oversee contractors and vendor relationships responsible for investments, banking, and the annual audit.

Qualifications

Highly Desirable Experience & Credentials

- BA in Finance or Accounting required; CPA, CMA, MBA, or equivalent credential preferred.
- Minimum of 6 years of progressive experience in nonprofit accounting or finance, including at least 4 years in a supervisory or management role.
- Experience managing accounting/financial transactions related to affordable housing and LIHTC developments is highly desirable.
- Demonstrated experience with local and federal government contracting, including the development and implementation of indirect cost allocation methodologies.
- Working knowledge of Sage Intacct.
- Experience working within diverse populations, specifically with the Native American community, including working within a tribe, board, or a Native-led organization, is preferred.

Financial and Operational Leadership

- Strategic perspective to balancing short and long-term financial planning in support of NAYA's mission. Commitment to working in a mission-driven, collaborative, and community-focused environment and an unwavering commitment to quality and excellence in financial management.
- Proven ability to prepare clear, accurate, well-organized financial reports that provide meaningful information to the board, senior team, and programmatic leadership.
- Demonstrated ability to successfully lead core financial processes such as complex budgeting, budget monitoring, audits, and financial compliance.
- Highly disciplined and proactive approach, with a strong ability to prioritize, manage time effectively, and deliver results in a fast-paced, evolving environment.
- A systems-oriented thinker skilled in evaluating, designing, and refining workflows, standard operating procedures (SOPs), policies, and processes to enhance efficiency and organizational effectiveness.
- Ability to manage a diverse portfolio of grants, including developing grant budgets and reporting.

Management & Leadership Orientation

- Thoughtful manager and collaborative team leader with a strong background in managing, training, and developing finance and accounting professionals in nonprofit settings. Proven ability to motivate diverse teams through effective supervision, performance management, coaching, and professional development.
- Clear, effective, and thoughtful communicator who seeks to both understand and be understood. Commitment to building capacity across teams through training and continuous improvement.
- Demonstrated commitment to equity, inclusion, and culturally responsive practices in financial stewardship. An appreciation for being part of a diverse and inclusive team and a connection to the communities served by the organization.
- Comfort making strategic decisions amidst ambiguity, anticipating challenges, and seeking diverse perspectives. Resilience, adaptability, and clarity required to advance informed, constructive solutions.
- An optimistic outlook and the humor, integrity, and patience necessary to work within a transformative environment.

To Apply

[Carolyn Ho](#) is assisting NAYA with this search. Applications should be submitted through the [application portal](#). Inquiries and nominations can be sent to info@carolynhoconsulting.com.

We are committed to creating conditions where all candidates are able to fully express their talents and potential, and invite you to let us know if there is any accommodation that we can provide to support you in your pursuit of this role.

Working at NAYA: NAYA offers a collaborative and diverse work environment that reflects its community. People of all backgrounds are encouraged to apply. NAYA offers a robust benefits package that includes medical, dental, vision, life insurance, and flexible spending accounts. 16 paid holidays, sick and vacation accrual (vacation accrual increases with tenure). Employees may enroll in a 401K retirement plan after 3 months of employment. NAYA will match employee 401K contribution up to 6%.

Compensation for this position is set at \$160,000 to \$180,000.

Physical requirements for this position are on file with HR, and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. NAYA employees are expected to work on-site most of the week; hybrid work options will be considered after successful onboarding. Limited travel may be required. Successful completion of a background check and standard employment application is required.