



# *Waadookodaading*

*An Ojibwe Language Institute*

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[www.waadookodaading.org](http://www.waadookodaading.org)

## **Director of Finance and Administration**

Position: Director of Finance and Administration  
Supervised by: Waadookodaading Executive Director  
Compensation: \$80,000 or DQ  
Location: Waadookodaading Ojibwe Language Medium School  
Administration: Title XIV Chapter 7 LCO Ojibwe School – Waadookodaading  
Personnel Policies and Procedures of the Lac Courte Oreilles Band of Lake Superior  
Chippewa Indians  
Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday, 52 weeks

Reporting to the Executive Director (ED), the Director of Finance and Administration will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years. They will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure. As a member of the senior management team, the director will be involved in strategic planning, evaluation, and professional development initiatives.

### **Qualifications:**

The Director of Finance and Administration will have at least five to eight years of professional experience, including managing the finance and administration of a high-growth \$5 million to \$10 million organization (preference given to nonprofit experience). They will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The Director of Finance and Administration will have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven effectiveness leading professionals in finance and accounting
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to WOLI's mission.

## **Performance Responsibilities:**

### **Financial Management**

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for WOLI's board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Manage one full-time accounting administrator; hire and retain support staff as needed in the future.
- Coordinate all audit activities.

### **Administrative Leadership and Management**

- Serve as a business partner to the Executive Director on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Lead WOLI's technical staff to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Manage the organization's physical infrastructure, and system maintenance (phone system, security, cleaning, supplies, etc.), with assistance from the office manager.

Please submit LCO School application, background check release, resume, working contact information for three references, and letter of interest to Lisa LaRonge, [lisa.laronge@lcoosk12.org](mailto:lisa.laronge@lcoosk12.org) at the administrative offices located at the address listed above.