



JOB ANNOUNCEMENT

Title: Vice President of Finance & Operations

Location: Tucson, Arizona

Salary Rate: \$88,000–\$97,000 per year

Classification: Exempt, Term

Start Date: ASAP; Position open until filled

Benefits: Paid Time Off (200 hours annually with additional hours each year), health insurance, free employee vision plan, optional dental plan (50% subsidized), 401k plan with up to 20% employer match, life insurance, short-term and long-term disability insurance, annual professional development budget

Who We Are

Founded in 1989, Archaeology Southwest is a private 501(c)(3) nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O’odham and the Pascua Yaqui. We practice Preservation Archaeology, a holistic and conservation-based approach to exploring and protecting heritage places while also honoring the diverse values these places hold for people. We are committed to real and ongoing collaboration with Tribes in all areas of our work. In our workplace and activities, we strive for inclusion across race, gender, age, religion, and identity. Please visit www.archaeologysouthwest.org for more.

Key Duties and Responsibilities

Financial Management

- Manage an operating budget of more than \$3 million; monitor six investment accounts totaling ca. \$10.5 million; track and monitor 40+ project budgets and 30+ temporarily restricted funds
- Prepare, analyze and present financial reports accurately and on schedule; oversee all financial, project/program, and grants accounting
- Manage organizational cash flow and forecasting
- Coordinate the annual external audit process; recommend any changes necessary to remedy deficiencies, if needed
- Oversee annual budget and planning process in collaboration with the President & CEO; keep Senior Leadership Team (SLT; VP of Research, VP of Communications and Outreach, VP of Philanthropy, and VP of Preservation and Collaboration) apprised of the organization’s financial status
- Oversee contracts, grants, and financial management and reporting systems; ensure that billing is timely and that steady flows of data and cash support operational requirements
- Update and implement business policies and accounting practices; improve the financial policies and procedure manual if necessary
- Serve as the primary responsible party for quality control of all financial, human resources, and operational data
- Serve as staff liaison to the Board of Director’s Internal Affairs Committee

Supervisory Responsibilities

- Supervise the Operations and Finance Manager

Human Resources, Technology, and Administration

- Work with SLT to provide strategic oversight of all operations, staffing plans, compensation, benefits, and professional development opportunities
- Assist Operations and Finance Manager with onboarding new hires
- Ensure compliance with federal, state, and local laws and industry-specific practices
- Maintain confidentiality and completeness all HR files
- Negotiate insurance coverage for employees and the organization
- Maintain relationships with third-party vendors and consultants
- Manage external IT service provider to assure systems meet organization's needs
- Oversee facilities and property management
- Develop and distribute Board packets for quarterly meetings
- Other duties as assigned by President & CEO

Required Qualifications

- M.A. in Nonprofit Management, Accounting, or Finance
- Minimum of 7 years of experience in nonprofit management and leadership
- Strong accounting, project management, leadership, and communication skills
- Familiarity with and support for archaeology and landscape conservation fields (preferred)

Non-discrimination Statement

It is the policy of Archaeology Southwest to consider all applicants for employment and all employees for placement, development programs, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, sexual orientation, age, national origin, ancestry, gender, disability, citizenship, ethnicity, marital status, familial status, gender identity, economic circumstances, and/or veteran status.

Submit cover letter, resume, and names and contact information for three references to:

Dr. Stephen E. Nash
President & CEO
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