



## Vacancy Announcement – Finance Manager

### Position Description:

The Finance Manager leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, and payroll, as well as grants management and administration. Responsibilities include:

- a) Production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; administration of a financial controls, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP).
- b) Redesign GFC's chart of accounts and accounting system to ensure new system supports project based grants accounting. Understanding of overhead allocation structures will be key to perform this task. **This is the key requirement for this role.**
- c) Assist in preparation of annual budgets, quarterly reviews and forecasting of cash flow statement on regular basis.
- d) Experience of Grant management and its interaction with financial accounting.

The Finance Manager has supervisory responsibilities and works cross-functionally with our DC-based and international affiliates. This is an exempt position reporting to the Director of Finance.

### Management Responsibilities:

- Provide guidance and leadership to finance and accounting areas of the organization.
- Design accounting system to manage project based accounting.
- Provide useful financial insights to help make better decisions about formulating and executing strategy
- Provide guidance and analysis to executive and operational management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets.



- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, grants reconciliations, billing, and payroll.
- Provide direct supervision and oversight to personnel responsible for accounts payable, accounts receivable, and HR transactional support including new-hire onboarding, personnel record-keeping, benefits administration, and broker relationship management.
- Oversee grants reporting, compliance, and reconciliation.
- Prepare a variety of ad hoc financial scenarios as requested.

#### **Transactional Responsibilities:**

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- Maintain an orderly accounting filing system.

#### **Reporting Responsibilities:**

- Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.
- Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- Coordinate the preparation of financial information in the corporate annual report.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Calculate and issue financial and operating metrics.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.



- Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.

#### **Compliance Responsibilities:**

- Prepare and assist with developing audit schedules for the annual audit.
- Suggest improvements in processes to increase organizational effectiveness.
- Gather 990 and 990T information for the annual tax return.
- Oversee state registration filings.

#### **Knowledge, Skills, and Abilities:**

- Proactive, hands-on manager who will own, in partnership with the Director of Finance, responsibility for the Finance Department.
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization.

#### **Qualifications:**

- Bachelor's degree in accounting or finance.
- Minimum of 5 years of finance and accounting experience, including finance, accounting, audit, grants administration and analysis.
- Experience gathering, evaluating, presenting, and reporting financial information to management, external stakeholders and funders.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Seasoned grants management experience.
- Experience with Federal, State and non-governmental grant proposals and budgets Nonprofit experience.
- Proficiency with Intacct or other accounting software and excellent Excel skills.
- High degree of diplomacy and cultural sensitivity required, with past experience working in a globally-focused environment preferred.



While the above is a description of the essential functions of the position, other duties may be assigned.

The position is based in Washington, DC.

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