



Finance Manager Vacancy Announcement

Who we are:

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested nearly \$40 million in over 600 grassroots organization around the world. Our work advances the rights of children and youth across four focus areas.

What we need:

The Finance Manager will play a critical role in managing the portfolio of restricted grants administered by Global Fund for Children. The Finance Manager will be responsible for managing and reconciling grants budgets to actuals; prepare forecasts; maintain oversight of all financial transactions in the portfolio; and will be responsible for preparing financial reports.

The Finance Manager will work with the outsourced accounting firm to oversee the day-to-day accounting operations, including vendor and grants disbursements, payroll and posting of expenses to the General Ledger.

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, and is based out of the DC office.

The Finance Manager will be a representative of GFC's mission, embracing our Core Values of Courage, Passion, Partnership, Learning, Inclusion and Excellence in their daily work.

What you'll do:

Grants and Forecast management (60%)

- a) Produce financial reports; Properly maintain accounting records; Accurately process financial transactions; administer 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) Manage the grants portfolio and its interaction with financial accounting and serve as a liaison with program and fundraising staff to monitor spending on grants.
- c) Maintain control over restricted cash account which is used to administer GFC's grants portfolio.
- d) Utilize ADP Time and Attendance system to prepare allocation schedule to allocate expenses on grants, indirect and common costs on a monthly basis.
- e) Meet with program and/or fundraising staff on a regular basis to update performance on active grants and prepare forecasts.
- f) Monitors, on monthly basis, all financial costs associated with projects within portfolio and submits journal entries as necessary for corrections.

General Financial Management (40%)

- g) Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, payroll and journal ledger. Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles. Maintain adequate controls and documentation to help ensure accuracy of entries.
- h) Review and analyze monthly financial and management reports prepared by the Outsourced Accounting firm, and prepare budget variance, projections and forecast reports for Director of Finance.
- i) Oversee Outsourced Accounting firm with month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- j) Assist Director of Finance in preparation of annual budgets, quarterly reviews and forecasting of cash flow statement on regular basis.
- k) Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- l) Recommend and report upon KPIs to measure financial performance and suggest improvements in processes to increase organizational effectiveness.
- m) Maintain system of accounts and keep books and records on all transactions and assets. Calculate variances from the budget and report significant issues to management.
- n) Prepare and assist with developing audit schedules for the annual audit. Assist in coordinating the preparation of the draft audited financial statements and all tax returns. Gather 990 and 990T information for the annual tax return.

- o) Act as backup to Outsourced Accounting Firm for processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations
- p) Supervise interns as required.

Knowledge, Skills, and Abilities Needed for Success:

- 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 We Seek:

- 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.
- Strong project management skills and proven track record for meeting deadlines: ability to manage complex projects from creation to completion, plan and prioritize multiple projects, and coordinate teams to meet deadlines.
- Experience with foundation grant proposals and budgeting is a top priority; additional experience with government grants may be useful over time.
- Nonprofit experience required
- Proficiency with Intacct or other accounting software and excellent Excel skills.
- High degree of diplomacy and cultural sensitivity required, with appreciation of the dynamics of funding community-based organizations internationally

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

The Global Fund for Children is an equal opportunity employer.

The Global Fund for Children offers a competitive salary and excellent benefits. Please visit our website at www.globalfundforchildren.org to learn more. To apply, please submit a cover letter, resume and salary requirements via email, noting **'Finance Manager'** in the subject line, to careers@globalfundforchildren.org. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. No phone calls please.