



### **Finance Controller**

**Department:** Finance  
**Employment Type:** Full-time exempt  
**Reports to:** VP, Finance  
**Compensation:** \$110,000 - \$125,000 depending on level of experience.  
**Location:** Washington DC  
**Language:** English  
**Deadline for applications:** Open until filled

To complete application, visit <https://global-fund-for-children.breezy.hr/p/d7c3227580ed-finance-controller-2023> and click "Apply To Position"

### **Who are Global Fund for Children?**

Global Fund for Children works to build a world where all children and youth are safe, strong, and valued. To that end, we partner with nascent, innovative, locally-led organizations, helping them deepen their impact and build their capacity for social change. By pairing flexible funding with targeted capacity development services, we help our partners grow stronger and more responsive to challenges on the ground. Since 1994, we have invested more than \$44 million in over 700 organizations. Our work advances the rights of children and youth across four focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth-centered.

### **What will you be doing?**

You will be joining GFC in a period of rapid growth, fueled by a growing institutional donor portfolio, combined with a significant investment and endorsement of our model by global philanthropist, MacKenzie Scott. Our growing income combined with a corresponding growth in global partners means that the Finance team's level of activity, responsibility and impact has also grown significantly.

The Finance Controller is at the very heart of Global Fund for Children. The GFC Finance team is a committed, talented, and passionate global team who use their experience and talents to

support colleagues across the entire organization to fulfill our shared mission and goals. Whether that be supporting our Development team in raising and growing our income or supporting our Programs team and partners all over the world in the delivery of the critical, flexible grant funding that we have pioneered for 30 years. Equally critical is our role in ensuring the long-term financial sustainability of the organization, from day-to-day transactions to long-term financial strategy. This is a Finance team that does things differently and we are looking for an exemplary individual to join us in this leadership role.

The Financial Controller is a key member of the Finance Team. You will be pivotal in ensuring the financial health and stability of the organization with functional responsibility for financial audits, accounts payable, monthly reconciliations and close processes, and payroll processing, as well as ensuring accurate financial records and accounting policies that are consistent with GAAP standards across the US and UK offices.

The Finance Controller will oversee the Accounting Associate and work closely with the Finance Manager to manage GFC's grants portfolio along with day-to-day accounting operations. The Finance Controller will work cross-functionally with our DC and London-based offices and our international affiliates. This is an exempt position, reporting to the Vice President, Finance and based out of the DC office.

The ideal candidate 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 will you be doing?**

Your routine responsibilities include:

#### **Financial Management**

- Manage the timely completion of month-end close out procedures and produce journal entries including but not limited to staff salaries allocations, indirect cost allocation, inter-company transfers, month-end adjustments for prepaids and accruals.
- Oversee the day-to-day finance and staff support the Finance team provides to the organization.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, payroll, and journal ledger. Ensure that all financial transactions processed accurately, in a timely manner, and in accordance with generally accepted accounting principles (GAAP).
- Work with our US and Global PEO providers to oversee payroll processing and utilize ADP Time and Attendance system to prepare an allocation schedule to allocate expenses on grants, indirect and common costs.
- Review and analyze monthly financial transactions and prepare budget variance, projections and forecast reports for Vice President, Finance.
- Assist Vice President, Finance in preparation of annual budgets, quarterly board reporting and forecasting of grant activities.

- Lead the annual audit for the US office, serving as point of contact for external auditors, ensuring that key schedules and sample selections are prepared, preparing audited financial statements, and supporting schedules.
- Lead the annual 990 processes, serving as point of contact to external preparers, ensuring all key schedules are provided, managing the review process among various stakeholders, and making sure filings are timely.
- Facilitate training for all GFC staff and interns on financial systems including Concur, ADP, and grant templates.
- Maintain GFC financial systems of accounts (Sage Intacct, Centage, Concur, HSBC and ADP Time and Attendance)
- Act as backup for processing transactions related to payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Conduct regular financial reviews, identifying areas for improvement and implementing necessary changes.
- Develop, implement, and maintain internal controls and financial policies and procedures.
- Advise on and lead implementations for process and systems improvements as we continue to scale up and grow as an organization.
- Provide guidance and support to the finance team, fostering a collaborative and high-performing environment.
- Stay up-to-date with changes in accounting regulations and best practices, and recommend improvements to financial processes.
- Supervise accounting staff and interns as required.
- Perform any additional duties as assigned by the Vice President, Finance.

### **Grants Management**

- Review and approve grant trackers of expenditures and reconciliation of the cash balances to restricted fund balances (prepared by Finance Manager)
- Maintain control over restricted fund schedules (US and UK) including restricted accounts reconciliations, used to administer GFC's grants portfolio.
- Review and approve monthly grant activity release schedules with the assistance of Finance Manager and Grants Accountant.
- Troubleshoot timesheets and expense reporting issues.

### **Are you the right person?**

If you have a track record of working in finance or accounting with non-profit organizations, have strong people and project management skills with knowledge and expertise in financial and grants management, we would love to hear from you!

Exceptional candidates who can demonstrate strong skills in most of the following areas are encouraged to apply:

- Proactive, hands-on manager who will own, in partnership with the Vice President,

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 communication skills and the ability to interact effectively with the finance and broader team and , and external stakeholders.
- 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.
- Ability to both collaborate with globally-situated diverse groups of people, and to work well independently.
- Bachelor's degree in accounting or finance or equivalent related experience.
- 7 years of finance and accounting experience, including finance, accounting, audit, grants administration and analysis.
- Past payroll and human resources operations administration experience highly desirable.
- Intermediate to advanced skills in excel to include PIVOT Tables and V-Look-ups.
- Understanding of multi-currency and multi-entity accounting (preferred).
- Experience working in Sage Intacct (highly preferred).
- Passion for GFC's mission and values.

GFC offers a generous benefits package and provides a flexible and engaging work environment.

Additional benefits include:

- Generous paid leave
- Employer contribution to 403b retirement plan
- Wellness days
- Investment in your Continuous Professional Development and progression
- Scope for involvement in our Committees – DEIA, Ways of Working, Global Equity/Compensation

### **How to apply?**

If this sounds like a role that matches your skills, experience, and values, we would love to hear from you.

Instead of a traditional cover letter, please use our [online application](#) to 1) upload your Resume or CV and 2) answer the following questions:

- 1) What most excites you about this role?**
- 2) What unique skills and targeted experience would you bring to this role?**
- 3) What is your experience in current systems (Concur, Sage Intacct, ADP) used by GFC?**

To complete your application, visit <https://global-fund-for-children.breezy.hr/p/d7c3227580ed-finance-controller-2023> and click “Apply to Position.”

If you encounter an issue with the application form or require assistance, please contact us at [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org).

Only short-listed candidates will be contacted, and applications will be accepted on a rolling basis until filled.

GFC is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all team members. We encourage applicants from historically marginalized communities to apply.