

**Location:** Baltimore, Maryland

**Department:** International Finance

**Employment Type:** Full Time

### **POSITION DESCRIPTION**

Lutheran World Relief's **Compliance Manager** manages the processes for international program compliance with guidelines, policies and procedures required by LWR policies, donors and governments. The Compliance Manager effectively manages operational compliance practices, through effective systems, tools, policies and procedures that enhance organization-wide compliance. Working in the International Finance Department and in close coordination with the International Programs Department, the Compliance Manager, with the Deputy Director of Compliance plays a key role in strengthening LWR's compliance capacity and mitigating LWR's overall risk profile.

### **KEY DUTIES**

#### **Sub-Grantee and Overseas Office Compliance**

1. Manage the implementation of compliance standards and ensure key roles and responsibilities for compliance management are defined and understood across all overseas offices and HQ Departments;
2. Work with other IF and IPD to implement analytical techniques, assessment tools and procedures for identifying, preventing and assessing compliance risks;
3. With the Deputy Director of Compliance, serve as a key resource to LWR program and finance staff on donor rules and requirements and related compliance matters;
4. Provide technical assistance to the International Programs Department (headquarters and overseas) and the New Business Development unit in the identification and mitigation of compliance risks associated with new and existing awards/projects;
5. Work closely with Regional Finance and Administration Managers to ensure compliance monitoring for sub-recipients is well-planned based on risk analysis, including monitoring visits, desk audits and spot checks to determine LWR overseas office and partner compliance with applicable donor rules and regulations and LWR policies and procedures, and subsequently executed;
6. Work closely with IPD, NBD and IF on the implementation and use of effective tools, systems, policies and procedures that ensure consistent compliance with donor requirements and LWR policies and procedures;
7. Review and ensure LWR overseas offices proper use of Corrective Action Plans to document and address compliance deficiencies and risks; in coordination with IPD and IF staff, ensure overseas offices' progress against those plans;
8. Manage the process of entering data (both at HQ and overseas) into tracking systems to effectively document and monitor compliance issues and resolutions;
9. Play a key role in the efforts to increase the capacity of LWR field and HQ staff to effectively meet compliance requirements; with IPD and IF, develop and implement compliance training curriculums.

## Internal Audit

1. Work with the Deputy Director of Compliance in the management and implementation of internal audits, coordinating with overseas staff, headquarters staff, and external consultants;
2. Perform as an internal auditor as needed.

## External Audit

1. Work with the Deputy Director of Compliance in the management of sample preparation and schedule preparation for the external audit, coordinating as needed with General Finance, International Finance and IPD;

## Government Filings

1. Prepare government filings, including FBAR, USAID registration, BE, SAM, and others, as instructed by the Deputy Director;

## Overseas Banking

1. Manage the process of annually verifying LWR's overseas bank account and signatories;
2. Support IPD and ensure overseas bank accounts are opening, changed and closed appropriately.

## Organizational Policies

1. Assist in the creation or revision of LWR policies related to banking and compliance;
2. Create training materials on compliance policies, as requested; deliver the training or work with IF and IPD staff for them to deliver the training

## QUALIFICATIONS

1. Deep commitment to LWR's core values and ability to model those values in relationships with colleagues and partners
2. Bachelor's Degree with a concentration in Finance or Accounting or equivalent experience. Master's degree is preferred. Certification as a Fraud Examiner is a plus.
3. 5 to 7 years of experience administering U.S. Government grants, contracts or cooperative agreements, or other funding arrangements in an organization with remote international offices, including progressive experience in compliance reviews/audits.
4. 1-2 years of experience in compliance or internal audit;
5. Experience with organization-wide risk assessment tools and other enterprise risk management systems and procedures. Experience with sub-recipient monitoring on USG projects.
6. Knowledge of U.S. Government rules, regulations, policies, procedures, and compliance issues associated with those requirements. Knowledge of Generally Accepted Accounting Principles.
7. Experience and knowledge of other donor rules and regulations including the United Nations, European Union, other governments, foundations and other institutional donor organizations.
8. Knowledge of risk management methods and analytical techniques. Proven experience in developing systems, tools, and internal control procedures required to mitigate compliance risks.

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9. Experience with compliance and financial management related curriculum development and training facilitation for multiple "learning audiences" including finance and non-finance groups, including capacity building efforts for partner organizations.
10. Exceptional oral and written communication and representation skills. Ability to effectively represent the organization to internal and external audiences. Ability to make effective presentations to multiple groups including senior management and the Board.
11. Overseas work experience with an international relief and development organization is preferred.
12. Organized, detail-oriented with strong quantitative and analytical skills
13. Ability to prioritize workload, assume responsibility for work, and follow through to completion.
14. Good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with staff at all levels.
15. Demonstrated ability to meet deadlines in a fast-paced environment
16. Excellent oral and written English language skills, including the ability to clearly communicate complex financial and compliance issues into layperson language. Proficiency in Spanish and/or French is preferred.
17. Ability to work in challenging and changing environments, and to see through challenges to find creative solutions.
18. Ability to travel 20% of the time.
19. High proficiency in Excel and other Microsoft Office applications

To apply please go to <http://lwr.iapplicants.com/ViewJob-74551>