



POSITION DESCRIPTION

TITLE: Director of Finance and Accounting

SUPERVISOR: CEO

LOCATION: Flexible (DC preferred or time zones that can interact with EST)

InsideNGO is a membership association of more than 330 international NGOs, professional services firms, foundations and local NGOs involved in international relief and development. InsideNGO supports its members as they enhance and improve both institutional and individual capabilities to sustain and deliver mission results. The organization offers a wide range of US and international capacity development services including unique learning events, workshops, webinars, roundtables, and an online Member Community whereby participants tap into the experience of peers and experts managing activities in the most challenging places in the world. With a growing range of global participants and services, InsideNGO has been supporting the international NGO sector for almost forty-years.

Position Overview

InsideNGO is seeking an experienced, hands-on Director of Finance and Accounting to provide oversight of all finance, accounting and reporting activities supporting InsideNGO's global operations. He/She will lead the overall finance strategy and operations for InsideNGO and will have functional responsibility over accounting, accounts payable/receivable, budgeting and expense procedures. The Director of Finance and Accounting will ensure that InsideNGO has systems and procedures in place to support effective program implementation and provide strong internal controls. Essential requirements include 6-8 years' accounting experience (CPA/MBA with international non-profit experience preferred), strong IT skills, highly effective communication and people management skills, and a proactive and meticulous approach. As part of our commitment to finding the highest-calibre candidates for this role, insideNGO is working in collaboration with Mango, a UK-based NGO dedicated to helping NGOs do more with their money.

ESSENTIAL RESPONSIBILITIES

Financial Strategy

- Develop long-term financial model and regularly monitor financial performance of the organization;
- Play a critical role on leadership team, ensuring cost effectiveness and efficiency in delivery of our financial strategy;

- Advise Senior Leadership Team and Board members on financial and organizational effectiveness; and
- Provide strategic guidance regarding the related policies, processes and systems necessary to manage the organization's financial and administrative operation.

Financial Reporting

- Consistently analyze financial data and present reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; monitor progress, prepare financial outlooks and financial forecasts and keep CEO and Director of Operations abreast of any changes;
- Prepare project budgets and financial reports for international funders;
- Prepare draft tax reporting (IRS 990) and manage other local and state regulatory reporting requirements;
- Prepare financial analysis for contract negotiations; and
- Support the CEO and Director of Operations and Administration and in engaging the Board's Sustainability Committee around issues and trends in accounting and InsideNGO finances.

Financial Controls

- Ensure all compliance practices are implemented based on up to date regulations;
- Conduct internal reporting for international offices including locations in Africa and Europe

Accounting Functions and Financial Systems

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements;
- Coordinate all audit activity and prepare detailed audit schedules;
- Create and maintain finance manuals and other working documents as needed to ensure staff adhere to recommended practices and procedures;
- Oversee international accounts receivable and accounts payable and supervise two staff who execute A/R and A/P transactions;
- Oversee all domestic and international payments, wires and ACH transactions;
- Provide oversight on credit card reconciliation, employee expense reports, cash control, and oversee payroll tax compliance with Paychex; and
- Utilize current transactional and financial systems and make recommendations for ongoing improvements in functionality as required.

Budgets, Cash Flow Management and Controls

- Manage the annual budget process, providing guidance and support to Program Directors and other team members where needed;
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenses;
- Develop documentation of procedures and recommendations for process improvements;
- Monitor investment portfolio as appropriate and bank balance positions during the course of the year;
- Interface with outside audit firms, banks, business insurance agents, credit card companies, etc. on InsideNGO's behalf;
- Manage organizational cash flow forecasting in partnership with CEO and Director of Operations and Administration;
- Prepare payroll semi-monthly; and

- Review balance sheet and income statements for accuracy.

People Management

- Manage small team of accounting associates (part-time capacity) by providing guidance over daily operating financial procedures; and
- Continuously collaborate with Directors to assess the financial efficacy of program operations;

Other Projects

- Support strategic and annual planning and participate in a wide variety of special projects, reports and initiatives as required

REQUIREMENTS

Qualifications and Desired Experience

- Bachelor's degree from a 4-year accredited college or university;
- Bachelors or Advanced Degree/Certification in Accounting; CPA/MBA a plus with experience in non-profit accounting
- 6-8 years of accounting experience, demonstrating a clear increase in responsibilities
- Experience with International funders, (such as USAID, DFID, EC), and their financial reporting requirements preferred
- Experience with International transactions and accounting preferred.
- Knowledgeable in GAAP, GAAS, and IRS Codes.
- Demonstrated ability with reviewing, creating, and implementing new systems and approaches
- Advanced knowledge of accounting and reporting software – QuickBooks and Microsoft Office experience required. Experience with Salesforce and other forms of accounting and finance software a plus
- Strong experience managing reporting, budget development and analysis, general ledger, accounts payable, accounts payable and receivable, payroll, income tax and banking
- Knowledge and exposure to Association Management Software and Event Management Software databases such as Salesforce preferred
- Advanced knowledge utilizing and maintaining accounting and tax systems.
- Experience with International transactions and accounting preferred.
- Well organized, logical thinking decision-maker with an analytical, detailed approach to researching and problem solving
- Strong people management skills; ability to manage team members and work collaboratively across the organization.

Skills and Attributes

- Proactive, hands-on strategic thinker who is comfortable working in partnership with senior leaders;
- Excellent written and communication skills;
- Keen analytic, organization and problem solving skills; experience in effectively communicating key data, including presentations to senior management, Board and other stakeholders;
- Ability to translate financial concepts to individuals at all levels in the organization – including non-finance employees;
- Ability to work in a fast paced, team environment with rapidly changing priorities;

- Meticulous attention to detail – demonstrates accuracy and thoroughness, organized, monitors own work to ensure quality;
- Independent problem solving ability;
- Challenges current practice constructively and gives feedback that improves performance
- Customer-oriented, positive attitude; and
- Commitment to a work environment that incorporates InsideNGO's cultural values: Mission-Driven, Professional, Direct, Naturally collaborative, Collegial and Fun.

JOB RELATED INFORMATION

InsideNGO is an at-will employer the District of Columbia. Employment regulations applying to the state of each employee's job assignment apply. This position is:

- A full-time exempt position
- Benefits eligible

APPLICATION INSTRUCTIONS

As part of our commitment to finding the highest-calibre candidates for this role, insideNGO is working in collaboration with Mango, a UK-based NGO dedicated to helping NGOs do more with their money.

How to apply: Please send a CV and letter of motivation to Stella Hobbs, Recruitment Manager, Mango, shobbs@mango.org.uk.

Deadline: Wednesday 8th of March 2017

Interviews: W/C 27th March (1st round) W/C 3th April (2nd round)

EEO Statement

InsideNGO is an equal opportunity, affirmative action employer.