

Controller - Innovations for Poverty Action

Reports to: CFAO

Location: New Haven, CT (preferred) or New York, NY

Innovations for Poverty Action (IPA) is a research and policy non-profit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence on which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to tangible impact on the world. Since its founding in 2002, IPA has worked with over 400 leading academics to conduct over 600 evaluations in 51 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

The Controller will be a key member of the finance team and will be integral to the achievement of the financial goals of the business. IPA is seeking an energetic, motivated self-starter. The person will assist in planning, developing and implementing policies, procedures and accounting controls. The Controller manages the Headquarters accounting & finance functions and provides guidance and support to the global finance functions. S/he will ensure the accounts are prepared in line with accounting standards and support management and donor reporting requirements. The Controller reports to the Chief Financial and Administrative Officer (CFAO).

- Oversee Cash, AP, Payroll, and General Ledger functions. Manage month end close process including: supervision &/or preparation of monthly journal entries and account reconciliations.
- Prepare monthly, quarterly and annual financials and variance analysis (balance sheet, income statement, cash flows, and cash flow forecasts) overall and at grant, country and project, team level. Integrate cash flow forecasting into monthly cycle.
- Coordinate preparation of supporting schedules, financial statements and notes for external audit and the form 990.
- Assist in development of procedures and process documentation. Oversee, monitor and work to improve accounting procedures, policies and internal controls including communication to staff and training.
- Audit work flow to ensure that all accounting transactions are processed accurately and in compliance with procedures.
- Identify and work with IT and others to develop enhancements to accounting system including selection and implementation of project reporting system.
- Participate in the annual budget process and other budgets and forecasts as required.
- Manage and mentor staff members.
- Assist CFAO with a variety of tasks as needed.

Preferred qualifications and skills:

- Qualified CPA or equivalent.

- Preferred 10+ years' professional financial experience either public accounting experience (specifically with non-profit clients) or public/ private mix where you are currently working at an international non-profit.
- Fully proficient in non-profit accounting, thorough knowledge of US GAAP.
- Experience with US and foreign government and institutional grant accounting and reporting. Experience with audits under OMB Uniform Guidance.
- Experience in managing and leading a multi-cultural team.
- Hands-on experience in accounting software, preferably Sage/Abila. Experience of web based ERP systems welcomed.
- Knowledge of ADP Payroll System.
- Proficient in Microsoft Office – particularly strong Excel skills.
- Ability to work independently and collaboratively across all levels of the organization and internationally.
- Strong attention to detail and excellent organizational skills, an effective time manager and multitasker.
- Excellent technical, oral and written communication skills.

Application Instructions:

<https://www.poverty-action.org/job/controller-0>

The organization offers a competitive benefits package and salary is commensurate with experience. Must be eligible to work in United States.

Please include salary requirements in your application.

The organization is an EO Employer-MF/Veteran/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class.