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Position Vacancy

Financial Administrator

Department: Program Finance

Position Reports To: Eastern Africa Team Leader

Position Supervised: None

Location: Baltimore, MD

Overview:

Financial Administrator supports Jhpiego's Global Programs Operations and works closely with the Eastern Africa Finance Team Lead to coordinate and ensure internal structures and systems are consistent with Jhpiego, JHU systems and donor reporting requirements. Financial Administrator will also work closely with country offices to develop and strengthen uniform practices and procedures that support international field operations.

Responsibilities:

- Assist in developing financial policies and procedures, training materials and programs and present to staff at HQ and country level
- Interpret financial transactions and events for non-financial staff, includes review of monthly financial management report and discuss with GPO and in-country team
- Routinely review and analysis QuickBooks transactions for accuracy and compliance with Jhpiego's policies and procedures and award terms and conditions
- Review documentation in QuickBooks to ensure compliance and allowable costs
- Review financial and procurement transactions for accuracy, ensuring that costs are allowable and funds are available within approved program budgets
- Assist staff in determining allowable and allocable costs for a particular award and whether costs should be charged direct, to the service center or to general funds
- Actively work with all levels of management to gather, analyze, summarize, and prepare financial plans, budgets, cash flow projections, pipeline analyses, and operating forecasts

- Review assigned projects on a monthly basis, assessing cash burn rates, funding requirements, sub- grants, and contract and financial commitments
- Monitor actual expenditure levels against budgets and funding obligations and proactively work with the country offices to ensure spending is within obligated amounts
- Conduct monthly review of in-country expenditures and make recommendations for improvement in financial reporting, budget adjustments, and other cost improvement measures, as required
- Coordinate the preparation of and interpret periodic financial reports for program and management's review and prepare donor reports as required
- Work with the GPO team to coordinate and prepare detailed project and work plan budgets for all assigned projects
- Use various software applications, such as spreadsheets, relational databases, statistical packages, and graphic packages to assemble, present data and/or reports
- Assist in developing the required financial information in support of the budgeting processes related to the JHU five-year plan
- Work closely with the Finance and Administration Office to ensure timely setup and/or revising of sponsored accounts in the various financial systems and the timely and accurate submission of reports and invoices to sponsors
- Work closely with Global Human Resources to open and close country offices and awards/projects within a country office
- Review and approve travel expense and other similar reports
- Provide guidance regarding the interpretation of applicable contract, grant and cooperative agreement terms and conditions, as well as other administrative rules, cost principles under OMB (including 2 CFR 200, , 22CFR228, and FAR
- Recommend changes in imprest fund balances as required
- Keep abreast of laws and regulations that apply to the field of professional expertise to maintain up-to- date compliance
- Serve as direct finance team link to country offices, provide country office support and oversight to country level programs

Required Qualifications:

- BA in Finance, Accounting, Business or equivalent
- 5+ years' financial or cost management experience with multi-office and multi-national international development organization
- 5+ years' in-depth QuickBooks experience
- In-depth knowledge, understanding and interpretation of USG grant administration
- Financial analysis, financial reporting, cash flow analysis, budget development, and forecasting
- Understanding of service center, fringe, and indirect rate application and allocation methodologies
- Knowledge of US government cost principles, GAAP accounting rules, and grant/contract management

- Ability to exchange non-routine information using tact and persuasion as appropriate, requiring excellent oral and written communication skills
- Demonstrated ability to effectively manage several major activities simultaneously
- In-depth knowledge of contracts and/or cooperative agreements, the difference between the two and their relevant terms and conditions
- Ability to do both technical work and focus on “big picture” issues
- Ability to create complex proposal budgets for diverse donors/sponsors
- Ability to work independently
- Proficiency in MS Office, financial software applications and reporting packages
- Willingness to travel internationally

Application Instructions:

- Submit cover letter, resume, references and salary history at www.jobs-jhpiego.icims.com

Jhpiego offers competitive salaries and a comprehensive employee benefits package including: medical and dental plans; paid vacation, holidays and sick leave; personal accident insurance; 403(b) retirement plan; life and disability insurance; travel insurance; education assistance plan and more.

For further information about Jhpiego, visit our website at www.jhpiego.org

Note: The successful candidate selected for this position will be subject to a pre-employment background investigation.

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