

THE  
CARTER CENTER



*Waging Peace. Fighting Disease. Building Hope.*

**Associate Director, Finance, Peace Programs  
Atlanta, Georgia**

Founded in 1982 by former U.S. President Jimmy Carter and his wife Rosalynn in partnership with Emory University, The Carter Center was created to advance peace and health worldwide. The Center, based in Atlanta, Georgia, is guided by a fundamental commitment to human rights and the alleviation of human suffering. The Center seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. The Center, a not-for-profit organization, has helped to improve life for people in more than 80 countries by resolving conflicts; advancing democracy, human rights, and economic opportunity; preventing diseases, and improving mental health care.

The Carter Center collaborates with other organizations, public or private, in carrying out its mission around the world. For additional information regarding accomplishments, leadership, governance, and current programs, please go to [www.cartercenter.org](http://www.cartercenter.org).

**Summary:**

The Associate Director, Finance, Peace Programs is responsible for the financial viability of the international offices and internal programs of the Center's Peace Programs through the management and control of their financial operations. This position is responsible for all aspects of financial management including financial reporting, budgeting, auditing, cash management and procurement. This position reports to the Vice President, Finance of The Carter Center.

**Key Responsibilities:**

**Budget Development:** Review and approve project and proposal budgets developed by financial analysts working in cooperation with program and development staff. Establish guidelines based on official policy and analysis of past experiences for each cost element in the proposals to improve reasonableness, consistency, and accuracy of the figures.

**Grant Management:** Direct the accounting, compliance and reporting on all grant funding. Review all grant provisions and set up procedures to comply with the donor's needs and the organization's policies. Evaluate grants for accurate assignment to revenue categories. Review and revise budgets to equal the grant amount available. Balance expenditures among multiple cost centers when funding for an initiative is provided by multiple grants, particularly grants with differing end dates. Oversee compliance by ensuring accurate payroll allocations and review of all charges prior to payment.

**External Grant Reporting:** Manage the preparation and distribution of interim and final financial reports submitted to donors. Ensure that the reports comply with all requirements of the grantor and are compiled in a consistent and reasonable basis according to internal policy.

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**Financial Analysis:** Manage development and dissemination of financial data on all aspects of Peace Program financial status. Prepare management financial reports on a monthly basis. Prepare project pipelines and grant status forecasts on both a routine and ad hoc basis. Provide analysis and interpretation of financial information for program and management decisions.

**US Government Compliance:** Use expertise on US government regulations, particularly USAID, to interpret and advise on all federal rules and regulations. Develop policies and procedures for accounting, compliance and reporting on all federal grants. Assess compliance with all US government requirements including but not limited to annual workplans, environmental impact, quarterly financial submissions, procurement policies, prior approval requirements, currency translations, mandatory standard provisions, additional standard provisions, cost matching, travel regulations and indirect costs rates.

**Foreign Government Compliance:** Work with development and program staff to address any unique grant reporting requirements from foreign funding agencies at all stages of the grant lifecycle. Issues may include cash flow, income and expense reporting, cost matching, foreign currency exchange reporting, grant and/or project audits to be performed by HQ-based auditing firm, and grant audits performed by representatives of donor agencies. Use judgment and experience on the front end to make recommendations to development on the acceptability of proposed donor requirements.

**Auditing:** Assist with the various Center financial audits throughout the year as dictated by the Vice President, Finance. Audits may include the Center's main financial statement audit, the US government A-133 audit, and grant-specific or project audits required by donors. Work closely with audit staff on grant or project-specific audits.

**Policy Formulation:** Recommend, develop, and evaluate policies and procedures for the Center's financial operations, particularly with respect to international offices, travel policy and US government grants. Evaluate administrative and financial implications of alternative policies, and recommend appropriate action. Communicate policies and procedures to Peace program staff to ensure compliance and consistency of application.

**Field Office Financial Management:** Define policies and procedures for locally-employed financial staff and consultants in foreign field offices and supervise the training of these field staff by HQ staff. Oversee monthly financial reporting from field offices to ensure that field offices are operating appropriately and running smoothly. Assess need for field-based internal control assessments to be performed by HQ personnel on an as-needed basis.

**Annual Budgeting:** Supervise the preparation of the annual budgets for the Peace programs, including international field offices. Assist program and financial staff in forecasting the financial needs for all projects and all programs. Respond to Center management on all broad-based or program/project specific queries as needed.

**Cash Management:** Ensure that all Peace program international bank accounts are effectively and safely handling the Center's resources. As needed, assist with the opening or closing of accounts. Provide guidance to program staff on options for moving funds into or out of a country in the absence of a usable bank account. Establish and maintain relationships, as necessary and appropriate, with organizations that can provide assistance with noted cash flow needs.

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**Staff Supervision:** Ensure appropriate staffing is available by defining positions, projecting needs, interviewing, hiring and conducting performance evaluations for direct reports to ensure that the unit's workload is handled effectively. A premium is placed on courteous and efficient customer service with financial staff and all other co-workers in peace program area. May directly or indirectly supervise international accounting staff on an as-needed basis. Provide appropriate direction, development and training of all peace program staff on financial matters on a routine and as-needed basis.

**Travel:** This position requires travel to international offices, usually in Africa and Latin America, on an as-needed basis.

**Other:** Responsible to complete other duties as assigned.

### **Qualifications:**

#### **Minimum Qualifications:**

Bachelor's degree in Accounting, Finance or a related field is required with a minimum of 5 years of related financial experience. Knowledge of and experience with computers and desktop software is required. Experience in the functional areas of finance and accounting, including payments and accounts payable processing, general ledger, cash management, budgeting, and financial analysis, is required. Experience with the development of grant budget proposals and grant management is required. Supervisory experience is required. Candidate must have strong analytical ability, demonstrated ability and experience making sound financial judgments and decisions, must be able to manage tasks with little or no supervision, and must be able to work well in a team environment in support of the programs.

**Preferred Qualifications:** The ideal candidate will have at least 7+ years of related financial experience. Experience with computerized general ledger systems is required (Microsoft Dynamics is preferred). Experience with international business transactions is preferred. Working knowledge of US Government regulations, in particular USAID, is important. Professional certifications are encouraged. Working knowledge of French and/or Spanish is preferred.

**To be considered for this position, you must apply online:** <http://www.hr.emory.edu/eu/careers/>  
**Position #70826BR**

The Carter Center/Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.