



# Save the Children®

## **Specialist – SCI Reporting and Analysis Based: Fairfield, CT**

### **Summary**

*The Specialist, SCI Reporting & Analysis manages Save the Children US (SCUS) accounting for Save the Children International (SCI). He/She will be the day-to-day manager of inter-alliance accounts for SCUS and SCI primarily. This includes general ledger accounting transaction entry for receivables and expenses, performing account reconciliations, and assisting with monthly closing. S/he will be primarily responsible for the SCI locally received funds reconciliation and booking, as well as SCI Member control processes. S/he is also responsible for invoicing and transactional entry for Fee for Service Transfer Agreements between SCUS and SCI as well as Alliance Members. This includes monitoring expenses for seconded staff, monthly billing, maintain physical record of invoices and agreements, collecting funds and reconciling for invoices and reimbursement. In addition, s/he is responsible for the reconciliation of ICR for and maintaining procedure for Fee for Service (FFS) processes and year-end adjustments.*

### **Essential Duties, Responsibilities and Impact**

#### **General Accounting: 50%**

1. Assist Associate Director in the draft and initial review of SCI data feed. The SCI data feed includes the financial packet from all country offices under SCI. The tasks includes
  - Pulling information and facilitating with Business Teams as well as Grants & Contracts (G&C) for initial information on rejected expenses
  - Analyze issues on no Source of Funds (SOF), no Donor Budget Line (DBL), expired awards, incorrect account codes, and any other errors.
  - Prepare the Global Sponsorship Operations (GSO) file for review.
2. Assist Associate Director in preparation of transactions for all SCI related JVs in the system.
  - Member control accounts including reconciliation
  - Grant adjustments related to SCI transactions
  - Accruals that should be made for SCI Country Offices (COs).
3. Accounting for Fee for Service
  - Includes booking revenue and tracking receivables for WFP cash portions

- Includes drafting invoices and booking receivables for FFS arrangements
  - Reconciling receivable account on a monthly basis
4. Review and prepare transaction for locally received income:
    - Work with SCI COs to get all required backup documentation for booking to appropriate funding sources
    - Complete reconciliation of local receipt account monthly
    - Manage the local receipt process to ensure that income is booked promptly and that a means of escalation is formalized.

**Fee for Services Processes: 35%**

1. Serve as main point of contact for FFS setup and tracking
  - Facilitate with Business Teams and G&C to assign new codes for FFS (service agreements).
  - Respond to CO or External party queries in regards to FFS
2. Streamline processes around billing and collection for FFS
  - Work with HST team to ensure deployment finances are prompt and accurate
  - Work with Business Teams to ensure the FFS mechanism is operating smoothly
3. Analyze FFS revenue vs expense to estimate gain or loss on agreements (including World Food Program (WFP))
  - Provide information to Business Teams regarding outstanding receivables
  - Provide information to Business Teams regarding total revenue and expense

**Commodities: 10%**

Assist the Associate Director in the monthly booking of Commodity Accounting Memos (CAMs) and preparation of Food Operations and Technical Units (FOTU) tracker and year-end reconciliation.

**Other: 5%**

1. Serve as backstop for billing and reporting function on as needed basis.
  - Help deal with high volume quarters
  - Backstop for leave time of billing managers
2. Assist Associate Director with projects on as needed basis to ensure the integrity of SCI financial data.

**Required Background and Experience, Skills and Behaviors**

- Knowledge of grant and contract compliance and issues.
- Able to prioritize and multi-task in a fast paced environment
- Explains clearly and demonstrates appropriate methods in regards to best practice for FFS.
- 3-5 years' experience in corporate financial management/administration or accounts receivable. High school diploma required, Bachelor's Degree preferred.
- Ability to identify and recommend areas of improvement for billing and reporting team.

- Government contracting and/or Agresso system experience a plus.
- Proven ability to perform multiple tasks and detailed analysis in a fast-paced environment.
- Computer fluency; specifically Microsoft Word and Excel.
- Communication skills - able to interact with all departments in the Agency. Possesses strong written and verbal communication skills and can communicate clearly with thoughtful, accurate information.
- Organizational skills - able to prioritize workload and multi-task and meet deadlines with attention to detail.
- Capacity building skills - explains clearly and demonstrates appropriate methods to staff.
- Facilitates change - encourages others to identify opportunities for different and innovative approaches, facilitates implementation and acceptance of change.
- Service orientation - Anticipates and responds promptly to internal customer's needs. Solicits customer feedback.
- Analytical thinker – strong problem solving skills. Demonstrates strong interpersonal skills and ability to negotiate.

*Save the Children invests in childhood – every day, in times of crisis and for our future. In the United States and around the world, we are dedicated to ensuring every child has the best chance for success. Our pioneering programs give children a healthy start, the opportunity to learn and protection from harm. Our advocacy efforts provide a voice for children who cannot speak for themselves. As the leading expert on children, we inspire and achieve lasting impact for millions of the world's most vulnerable girls and boys. By transforming children's lives now, we change the course of their future and ours.*

*Save the Children is committed to conducting its programs in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. As a humanitarian agency, Save the Children is obliged to create and maintain an environment that aims to prevent the sexual exploitation and abuse of children and promote the implementation of its child safeguarding policy. All representatives of Save the Children – employees, volunteers, interns, consultants, Board members and others who work with children on Save the Children's behalf – are expected to conduct themselves in a manner consistent with this commitment and obligation.*

*Save the Children provides an attractive benefits package including competitive salaries, a matching retirement plan, health and welfare benefits, life insurance, an employee assistance program, generous time off and much more. We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Save the Children complies with all applicable laws.*

**Candidates must have current eligibility to work in the US for any employer.**

**To apply:**

**<https://chp.tbe.taleo.net/chp01/ats/careers/requisition.jsp?org=SAVETHECHILDREN&cws=1&rid=4876>**