



Population Reference Bureau

Position Announcement June 2017

Program Finance & Operations Administrator

Position Summary

The Program Finance & Operations Administrator will backstop operational and administrative activities on projects in PRB's International Programs, U.S. Programs, and Communications departments. S/he will work closely with financial and administrative staff at PRB, headquarters and field program staff, consultants, grantees, and vendors to successfully implement a diverse portfolio of projects funded by public and private donors. This position, which reports to the Program Finance & Operations Manager, is ideal for a candidate who wishes to advance operations, compliance, financial, and program support skills and responsibilities while gaining broad exposure to organizational management and administration.

Primary Responsibilities

Procurement

- Supports and/or manages procurement activities (depending on complexity) across the procurement life cycle. Supports development of scopes of work, obtains quotes and vendor documentation, negotiates with vendors, prepares agreements using existing templates, and reviews agreements for alignment between scopes of work, budget, and award terms. Ensures compliance with award terms and PRB procurement policy. Routes contracts for approval and ensures required backup documentation is on file. Maintains tracking of active and past contracts and awards.
- Reviews and processes invoices and expense reports from consultants, grantees, vendors, and program staff, ensuring adherence to PRB policies.

Program Finance and Operations Support

- Sets up new projects in tracking systems for financial monitoring, compliance, procurement, and reporting.
- Assists program staff with budgeting and tracking budgets. Updates budgets in accounting and other tracking systems as needed.
- Contributes to required donor and client reporting and certifications under existing awards.
- Prepares financial reports and bills for existing awards; tracks financial transactions and payments.
- Provides support for field office finance and operations: monthly cash forecasts and reconciliations, submissions of accounting data.
- Maintains filing system for project administrative and financial documents.
- Manages international travel preparations for group meetings, trainings, and workshops convened by projects. Liaises with country-based participants, hotels, and travel agents to prepare and finalize travel arrangements, including booking conference and meeting facilities. Ensures adherence of travel costs and arrangements with individual project and funder regulations.
- Provide some mentoring to program assistant(s) in International Programs department.

- Provides ad hoc support to program staff as needed.

Business Development

- Contributes to business development activities as assigned, including budgeting/pricing, compiling required forms, and opportunity research.
- Maintains database of costs for standard items such as graphic design, printing, venue rental, editing, and translation services.

Cross-Cutting Duties

- Contributes to developing, testing, and implementing improvements to existing processes, practices, templates, tools, and other resources.
- Performs other duties as assigned.

Qualifications

- Undergraduate degree in public administration, business administration, international development, or a related field required; graduate degree preferred.
- Three or more years of work experience in program operations support or similar for an international development organization.
- Knowledge of regulatory and financial reporting requirements under cooperative agreements, grants, and contracts of federal and non-federal funders, especially USAID but preferably including other U.S. federal, bilateral donors, and private foundations.
- Knowledge of U.S. government procurement regulations helpful.
- Excellent written and verbal communications skills with attention to detail; ability to present information in a clear, concise, and relevant manner to program staff.
- Advanced Microsoft Office skills, especially Excel.
- Strong interpersonal skills to work respectfully and collegially with professionals of different levels and backgrounds, including funders and international partners.
- Ability to perform and prioritize multiple tasks simultaneously, adhering to deadlines; impeccable judgment and proactive problem-solving skills.
- Proficiency in English and French required.
- Ability to travel to developing countries up to 10% of the time.
- Experience living, working, or conducting volunteer work in developing countries a plus.

Salary and Benefits: Salary is commensurate with qualifications and experience. PRB has an excellent benefits package, including generous health, leave, and retirement programs.

Applications: Please attach the cover letter. Applications without the cover letter will not be considered.

Apply for this job online at [https://www.infinityhr.com/extranet/recruiting.aspx?id=FDEE3BE7-E8D4-4F72-908C-CF07110E750A&src=INSIDE NGO&rqid=F482AC2C-7FAF-4382-85E7-24C81268E3AD](https://www.infinityhr.com/extranet/recruiting.aspx?id=FDEE3BE7-E8D4-4F72-908C-CF07110E750A&src=INSIDE%20NGO&rqid=F482AC2C-7FAF-4382-85E7-24C81268E3AD)

We would like to fill this position as soon as possible. Resumes will be considered immediately upon submission.

This position is located in Washington, D.C., and may require up to 10% international travel.

The Population Reference Bureau is an equal opportunity employer.