

THE  
CARTER CENTER



*Waging Peace. Fighting Disease. Building Hope.*

## **Financial Analyst 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 Financial Analyst is responsible for the coordination, review and analysis of financial data and other information for multiple assigned programs. The position assists in ensuring the accuracy of accounting data, and the accuracy and timeliness of grant reporting. Major functional responsibilities include expense processing, grant management, financial reporting, budgeting, auditing, compliance, cash management and procurement. We are seeking to fill two Financial Analyst positions. The Financial Analyst, Peace Programs position reports to the Associate Director, Finance, Peace Programs. The Financial Analyst, Health Programs position reports the Associate Director, Finance, Health Programs.

### **Key Responsibilities:**

1. **Grant Management:** Participate in the accounting, compliance and reporting on all grand funding for assigned programs. Create new grants following established procedures. Review all grant provisions within said programs to ensure compliance with the needs of donors and the organization's policies. Review grants for accurate assignment to revenue categories. Review and revise budgets to equal the grant amount provided by donors. Balance expenditures among multiple cost centers when funding for an initiative is provided by multiple grants, particularly grants with differing end dates. All grant management activity is to be done in cooperation with program and development staff.

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2. **External Grant Reporting:** Prepare interim and final financial reports submitted to donors. Coordinate invoice generation 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.
3. **Financial Analysis:** Coordinate the review and analysis of all financial activity related to assigned programs. Assist program staff in projecting the impact of new projects or revised activities. Monitor, analyze and report on those activities. Prepare monthly summary reports related to grand funding by assigned programs. Prepare routine monthly financial summaries for management that analyze activity for assigned programs. Summaries should include budget to actual comparisons and analysis as well as fiscal year-end forecasts. Prepare quarterly revenue to expense forecasts for management review. Provide analysis and interpretations of financial information for program and management decisions on a project-basis.
4. **US Government Compliance:** Understand and keep up-to-date on US Government regulations regarding federal funding and grant management. Assist with updating 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, financial submissions, procurement policies, prior approval requirements, currency translations, mandatory standard provisions, additional standard provisions, travel regulations and indirect costs rates.
5. **Transaction Review:** Review and process various types of expense transactions including, but not limited to, travel and expense reimbursements, check requests, wire transfer requests, salary allocations and monthly field transaction processing. Ensure the appropriate distribution of standard expenses such as telephone/fax, postage, space allocations and IT allocations.
6. **Proposal Development:** Assist with the production of project and grant proposal budgets developed in cooperation with program and development staff. Ensure that budgets are developed based on official policy and analysis of past experiences for each cost element in the proposals to improve reasonableness and accuracy of the figures.
7. **Auditing:** Assist with the various Center financial audits throughout the year as directed by the Vice President of Finance. Audits may include the Center's main financial statement audit, the US government A-133 audit, and grant-specific audits required by donors.
8. **Policy Formulation:** Recommend 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.
9. **Annual Budgeting:** Assist in the preparation and monitoring of the annual budgets for the programs, including international field offices. Assist program staff in forecasting the financial needs for all projects.
10. **Cash Management:** Ensure that all program international bank accounts are effectively and safely handling the Center's resources. As needed, assist with the opening or closing of accounts.
11. **Field Office Financial Activity:** As required, assist international finance staff with the production and maintenance of monthly field ledgers. This is to include the review for propriety and completeness as well as consideration of appropriate grant cost centers to charge. Ensure that comprehensive original documentation is obtained to support all expenditures. Provide appropriate direction, development and training for field staff on financial matters on a routine and as-needed basis.
12. **Travel:** This position requires travel to international offices, usually in Africa and Latin America, on an as-needed basis to perform tests of internal controls and assist with training of field personnel in accounting and general ledger matters. Formal trip reports, complete with findings, should be prepared after each trip and submitted to management.

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13. **Training:** May develop and conduct training programs on financial policies and procedures to HQ and local offices.
14. **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 4 years of related financial experience.

##### **Preferred Qualifications:**

The ideal candidate will have at least 5+ years of related financial experience. Experience with computerized general ledger systems is required (MS Dynamics and QuickBooks are 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 either of these positions, you must apply online:**

<http://www.hr.emory.edu/ed/careers/>

**Financial Analyst, Peace Programs #74593 or Financial Analyst, Health Programs #74594**

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.