



Financial Project Analyst

The National Cooperative Business Association CLUSA International (NCBA CLUSA) is the trade association for cooperative businesses in the United States and an international development organization. **NCBA CLUSA** provides cross-sector education, technical assistance, and advocacy that helps co-ops thrive. For nearly 100 years, **NCBA CLUSA** has sought to advance and protect cooperative enterprises, highlighting the impact that cooperatives have in bettering the lives of individuals and families. In the last 60 years, **NCBA CLUSA** has worked in over 100 countries in the areas of food security, agricultural development, strengthening of communities and farmer organizations, community-based health, natural resources management, and empowerment of smallholder farmers, women, and youth. We currently work in 17 countries in Africa, Latin America, and Asia.

National Cooperative Business Association CLUSA International (NCBA CLUSA) seeks a qualified candidate for the full-time position of Financial Project Analyst, based in the Washington DC office. The Financial Project Analyst provides analytical and accounting support to the international development programs and to NCBA CLUSA. This position reports to the Director of International Finance and Accounting.

ESSENTIAL AREAS OF RESPONSIBILITIES:

- Review project balance sheet accounts, including: bank accounts, employee travel advances, advances to sub recipients, deferred revenue accounts, contract receivable balances, payroll liabilities and inter-company accounts;
- Review field transactions import monthly field reports into home office accounting system and ensure financial transactions are compliant with donor rules and regulations;
- Responsible for preparing monthly program financial analysis, including grant expenditures within grant periods and updating monthly actuals on spending plans;
- Produce, analyze and interpret donor specific financial reports for program management;
- Work with different country offices and Program team to create internal budget coding and guideline, and ensure internal budget is in line with all grant requirements and country office operational plans;
- Oversee review and analysis of program payment requests and cash requests;
- Review and analyze approved budget vs. actual program status reports to ensure the accuracy of data and prevent cost overruns;
- Monitor compliance with financial obligations, and reporting requirements as outlined in the contracts and grant agreements;
- Perform all reporting functions to the funders including the preparation of quarterly SF-425 financial reports;
- Monitor progress made to fulfill all program cost sharing commitments;
- Review and provide support for the financial aspects of contract execution of local and international sub-implementing partners;
- Serve as liaison for all field audits and keep management informed of pending issues;
- Travels to overseas project (field) locations to facilitate training and capacity building;
- Provide clear oral and written communication to support financial and non-financial staff on various accounting issues;
- Serve as a team resource by completing special projects which promote the effective and efficient operation of the International Finance Department.

QUALIFICATIONS:

To perform this job successfully the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

SKILLS AND EXPERIENCE:

- Bachelor's degree in accounting, finance, or business, or an advanced degree in finance-related fields from an accredited institution in a relevant field plus 4-6 years' experience using accounting skills. Master's degree preferred.
- Prior experience working with multiple donor funded projects.
- Experience with OMB Circular A122, A133 and 22 CFR 226 and USAID funded projects.
- Experience with QuickBooks and other Accounting software, Sun Systems preferred.
- Overseas experience working in developing countries preferred.
- Advanced Excel abilities.
- Analytical and critical thinking.
- Excellent written and verbal communication skills.
- Professional-level proficiency in a foreign language beneficial.
- Results and Detail Oriented.
- Ability to work collaboratively with a diverse group of people.
- Ability to travel is preferred.

This position requires a positive attitude, attention to details, ability to motivate people, ability to set priorities, negotiate, problem solve, and a strong interpersonal communications skills.

To Apply:

Interested and qualified candidates may apply for this position by creating a profile [here](#).

NCBA CLUSA is an equal opportunity/affirmative action employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply; all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, and legally protected characteristics for non-merit factors.

NCBA CLUSA is committed to providing reasonable accommodations to qualified individuals with disabilities in all facets of employment, including the employment application and selection process. If you have a disability that affects your ability to use our online system to apply for a position at NCBA CLUSA, please send an email to [Brian Gunning](#) or call 202.383.5464.