

POSITION DESCRIPTION

TITLE: Associate Director, Financial Planning and Analysis

DEPARTMENT: Finance

LOCATION: Stamford

REPORTS TO: Controller/Chief Financial Officer

POSITION SUMMARY

We are seeking an Associate Director of Financial Planning & Analysis who will join our Finance team to provide high level support for our organizational financial planning and analysis and internal financial reporting activities. This position provides a unique opportunity for the qualified candidate working in Finance for an organization to make a positive impact on the lives of others, both abroad and close to home.

Central to this role will be organization's annual budget process; monthly financial analysis and reporting; and cost center, restricted project and Federal grant reporting, including the annual NICRA. Further assignments will include various organizational wide initiatives such as cost analysis, enterprise risk evaluation, financial system review with the intention of greater integration of data across the numerous systems fed into the general ledger, and public grant budget proposals. The Associate Director of Financial Planning & Analysis will perform his/her duties under the guidance and instructions of the Controller and/or the CFO of Americares.

DUTIES AND RESPONSIBILITIES:

Manage the Annual Budget process

- Prepare Budget worksheets with comparative prior year information
- Work with CFO to control process and timing
- Work with budget holders to facilitate their completion of worksheets
- Work with Human Resources to prepare salary and benefit information for each cost center and aggregate for departments
- Load budget worksheets and produce budget package for management review
- Coordinate monthly spread of budget worksheets and upload into system
- Prepare annual allocations of Program overhead to Global Program areas
- Prepare the monthly revenue and expense schedule for Treasury from budget input, as basis for cash flow analysis
- Preparation of annual NICRA calculation for review by CFO

Monthly close responsibilities

- Reconcile monthly revenue with Development department personnel
- Review Salary Credit entry for comparison to budget
- Review revenue overhead allocation
- Review budget relieving, pledge and special revenue allocations
- Review revenue Release from Restrictions by project

Monthly Internal Financial Statement package

- Manage preparation of internal cost center, department and project report
- Review variations and prepare explanations for package
- Meet with cost center, restricted and Federal grant project managers to review monthly reporting to determine accuracy of actuals and determine if adjustments are needed (including time sheet reviews)

- Assist in preparation of adjustments

Establish, maintain, and enhance accounting systems, policies, and procedures

- Review, revise and maintain the Finance department policies and step procedures as related to budgets and internal reporting
- Review, recommend and participate in the development of efficient accounting and reporting processes for the department and organization
- Assist in the review of applicable A-133 policies for Federal grants
- Review Federal grant budget proposals and final budgets for system input

CORE AMERICARES RESPONSIBILITIES:

- Foster AmeriCares values of respect, collaboration & teamwork, trust, passion and commitment, compassion, and excellence
- Coach, train and support organizational staff to increase their understanding of the budget processes and allocations for both annual and project budget (including Federal grant initiatives)
- Develop and manage implementation of plans to enhance the budget process, including SOPs and other efficiency initiatives

QUALIFICATIONS:

- Bachelor's degree in Accounting required; MBA preferred
- CPA preferred
- 5-7 years nonprofit and/or similar experience
- a track record that includes Federal grant application and project cost tracking and familiarity with US Government rules and regulations
- Experience with large financial software system required; budget software preferred
- Attention to detail and ability to work to defined specifications
- Excellent analysis and observation skills
- Excellent written and oral communication, management and personnel skills
- Outstanding systems/technical skills which includes MS Office and mastery in MS Excel
 - Must have unrestricted authorization to work in the United States.

Personal Success Factors:

- Passion for our mission and the desire to work within the global health/international development sector;
- Effective coach, mentor and teacher. The ability to train other organizational staff in financial processes
- Ability to work in a team environment
- Able to successfully handle multiple projects concurrently
- Ability to be able to understand the "Big Picture"
- Energized by learning new processes and a willingness to both accept and drive change and innovation
- Interest and knowledge of thought leadership around, best practices and trends in the nonprofit industry