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| **Job Title:** | **Finance Manager** |
| **Location:** | Remote. **The candidate must live and have the right to work in the US.** |
| **Contract duration:** | Full-time, permanent contract (Three months probationary period) |
| **Travel:** | Possibility of travel |
| **Reports to:** | Chief Operations Officer |

**DRS is looking, on** behalf of our client, for a **Finance Manager** in the **USA.** Our client is a growing global alliance of over 15000 members in over 185 countries, who work together to monitor violations of basic civic freedoms, call out the perpetrators of violations, and strengthen the power of people to organize by supporting a more accountable, effective, and innovative civil society.

**About the Role**

The Financial Manager (US) is a strategic thinking partner actively participating in the financial management of the organization, with a focus on the US entity.

The Finance Manager (US), partnering with the Finance Manager (GLOBAL), is jointly responsible for the accounting, financial reporting, budgeting, sub-granting, tax/statutory compliance, and audit functions of the organization. The position ensures that sufficient financial and accounting systems, controls, and standards are in place.

The job incumbent will work with the senior management team and staff across all departments to ensure accurate accounting, budgeting, and reporting, both internally and externally. In addition, the job incumbent will ensure compliance with organizational, statutory, and donor rules and requirements.

As part of their role, the Finance Manager (US) will assist the Chief Operations Officer (COO) in the financial development of the organization and provide support to the Board to ensure fiduciary and organizational compliance responsibilities are met.

**Areas of Responsibility & Key Activities**

**Financial Management and Reporting:**

* Prepare audited financial statements (and all supporting schedules and documentation) in accordance with US GAAP;
* Oversee, manage, and coordinate statutory and project/donor-specific audits in accordance with US GAAP standards of accounting.
* Manage and track deferred revenue and recognize income as appropriate in the accounting system.
* Analyze and present financial reports in an accurate and timely manner: clearly communicate monthly and annual financial statements, collate financial reporting materials for donors, and oversee financial project/program and grants accounting.
* Provide timely and reliable financial information to the board, senior management, decision-making entities, and external stakeholders.
* Prepare/review and submit donor-specific financial reports in a timely manner.
* Preparing financial information for operations committee and board meetings.
* Ensure that all balance sheet reconciliations (bank reconciliations, debtors, creditors, and inter-company accounts) are produced accurately and in a timely manner and prepare month-end closure of the books.
* Monitor and approve tax and benefits registrations and requirements, including submissions of returns to US tax authorities.
* Accountable for the completion and submission/filing of all US statutory forms (including 990, 990T 1099s, W-9, etc.) in a timely manner.

**Accounting Compliance, Control Systems and Procedures:**

* Devise effective and efficient financial systems and ensure adherence to policies and procedures to improve engagement with internal and external stakeholders.
* Review, update, and maintain the organization’s Finance manual as necessary; Maintain sound fiscal and accounting policies and procedures.
* Ensure compliance with and implement changes in line with US legislation for non-profit reporting.
* Develop and manage general ledger and fund accounting systems and procedures.
* Jointly lead process improvement initiatives and provide team/org-wide training.
* Review and interpret new/updated accounting policies and apply approved recommendations.

**Budgetary Control & Cash Flow Monitoring:**

* Develop annual (organization-wide) and project budgets in collaboration with the Chief Operations Officer, functional heads, and budget holders.
* Oversee expenditure against the annual budget and monitor variances (monthly).
* Build and maintain systems, processes, and procedures for tracking grant income, expenditure, and allocating overheads.
* In coordination with the grant managers and budget holders, track, monitor, and prepare grant financial reports as required.
* Act as the focal point of contact with US bankers and financial institutions and manage the relationships as necessary.
* Forecast, Monitor, and manage organizational cashflow. Ensure re-investment bank best rates.

**Payroll Management:**

* Responsible for overseeing the various (including US) payrolls in collaboration with the HR team and external payroll agents on a monthly basis.
* Review and check the accuracy of payroll schedules for all entities//payrolls.
* Ensure payroll journals for all entities/payrolls are prepared and posted onto the accounting system and balances reconciled in a timely manner.

**Other:**

* The post holder will, from time to time, be required to carry out other duties that may reasonably be required and that fall within the scope and range of the job.
* Prepare a variety of ad hoc financial scenarios as requested.
* Support the US office with various financial and administrative tasks.
* All staff should demonstrate the organization’s values and principles in all their professional relationships.

**Qualifications**

**Education, Language & Qualifications:**

* Professionally qualified accountant (CPA or equivalent) or advanced degree/certification in finance and/or accounting.
* 5+ years managing finance and accounting functions in the US not-for-profit sector.
* English, written and verbal.
* Right to live and work in the US.

**Essential Knowledge, Skills, and Experiences:**

* Solid knowledge of not-for-profit US GAAP (General Accepted Accounting Principles) and regulations and IRS requirements for the preparation of financial statements and Form 990.
* Significant experience in or knowledge of non-profit accounting, including grant accounting, compliance, and reporting.
* Experience in accounting for income (Revenue Recognition) in line with US requirements.
* Experience working with large institutional funders, including governments and foundations.
* Ability to translate financial concepts to and effectively collaborate with program colleagues on financial issues.
* Prior experience preparing schedules and other documentation for US annual audits and liaising with external auditors.
* Highly numerate and able to analyze statistical information and interpret financial data to produce reports that can be understood by non-financial colleagues.
* Comfortable working with internationally dispersed teams and has the ability to work productively with others, including in team environments and across multiple locations, cultures, and time zones.
* Staff management skills.
* Proficiency in Accounting Software, Power BI and MS Excel advanced level skills.
* Strong ability to plan, organize, prioritize work, and multitask under pressure to meet tight deadlines.

**Desirable Knowledge, Skills, and Experiences**

* Master’s in business administration.
* Ability to work at both a detailed and strategic level.
* Workflow optimization and performance improvement.
* Integrity and credibility.
* Problem-solving skills.

*The updated* ***CVs*** *and* ***Cover Letters*** *in English should be submitted to* ***d.uzunashvili@developmentaid.org*** *under the title:* ***DRS 11660 Finance Manager, USA*.** *Due to the high number of applications received via the DevelopmentAid website, we can reply to shortlisted candidates only. Please note that the above requirements can be modified according to the client's procedures during the recruitment process.*