

## POSITION DESCRIPTION

### DIRECTOR | FINANCE AND ACCOUNTING

**Equal Access International (EAI)** – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

### POSITION OVERVIEW

The Director of Finance will serve as part of the leadership team to implement strategic goals of the organization. S/he will supervise the Accounting staff directly and the day-to-day financial operations of the organization and its global projects. In addition, s/he will work closely with the CEO and members of the leadership team, in executing the strategic plan of the organization. The Director of Finance and Accounting will develop sound but innovative approaches for full-cost recovery on all projects, s/he will be responsible for managing all aspects of financial risk, as well as developing and implementing financial systems and procedures at HQ, and in our field offices, ensuring sustained financial health of the organization.

### DUTIES AND RESPONSIBILITIES

- Manage all accounting operations including Billing, Accounts Receivable (AR), Accounts Payable (AP), General Ledger (GL), Payroll, and cash functions.
- Create and provide timely and accurate analysis of budgets, financial reports, and forecasts to go along with financial metrics to assist the CEO in measuring company performance.
- Lead the development, implementation, and monitoring of innovative financial strategies to ensure the organization reaches financial targets.
- Provide regular financial status reports to CEO, Finance Committee, and the Board of Directors.
- Enhance and maintain internal control systems to safeguard the organization's financial assets.
- Support field finance teams, ensuring timely and accurate reporting, and providing necessary training as required.
- Support proposal activity to review and/or prepare budgets in response to donor requests.
- Review, from a financial perspective, all agreements and contractual documents and provide guidance/solutions to reduce the potential for financial loss and risk management.
- Coordinate outside audits with independent auditors and regulatory agencies and oversee required items.
- Maintain relationships with auditors and investigate their findings and recommendations.
- Liaise with company tax advisors, ensuring timely and accurate information.
- Lead the preparation of the 990 submission, as well as all other financial documents required by regulations.
- Maintain banking and key vendor relationships.

### PROFESSIONAL EXPERIENCE

*Required*

- Minimum of 10 years' of progressively responsible experience, with at least 4 years as a finance leader (CFO or Controller) preferably with a US Non-for-Profit (NGO) or US for-profit (Contractor).
- Experience with NetSuite software and Paychex.
- Demonstrated experience with financial statement preparation as well as developing strategic financial reports for monthly reporting and special studies purposes.
- Experience in financial accounting and financial reporting on contracts and agreements funded by U.S. Government, e.g. the U.S. Department of State and USAID.
- Experience with financial budgeting and reporting on projects with non-US government donors (UN, DFID, EU, foundations, and corporate entities).
- Experience in strategic financial planning, leading the annual budget process, as well as leading financial audits.
- Possess strong problem solving and critical thinking skills.
- Demonstrated experience in combining systems thinking with financial planning and analysis.
- Knowledge of donor regulations, particularly those pertaining to USAID and the US State Dept.
- Demonstrated success in developing Negotiated Indirect Cost Rate Agreements (NICRAs) rates as well as alternate overhead rate structures that provide full-cost recovery.
- Strong attention to detail, highly motivated, and able to meet deadlines and prioritize tasks.
- Proven leadership skills working with HQ and field staff and ability to lead teams in diverse geographies, often remotely.
- Experience with procurements and grant management.
- Fluency in English and an effective communicator, both written and oral, including effective intercultural communication skills.

#### ***Preferred***

- Fluency in French and/or at least one other EAI program language.
- Demonstrated experience presenting financial information to various audiences.
- Strong network within the global NGO and international development community.
- Regular participation on external panels, working groups, and forums.
- Experience interacting with a Board of Directors strongly preferred.

#### ***Education***

- Master's degree in Accounting or Business Administration (preferably and MBA in Finance).
- Proficiency in Microsoft Office Applications (Word/Excel/PowerPoint/Outlook).

EAI offers a competitive salary, benefits, and the opportunity to become a key member of an innovative and dedicated international team. To apply, please send your CV along with a detailed cover letter demonstrating your qualifications for the position along with an overview of your reasons for interest in the position and joining EAI. Please send these documents to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org). Include **“Director of Finance and Accounting”** in the title of the email. Emails not containing the above-mentioned information or subject line will not be reviewed.

**Applications will be reviewed on an ongoing basis; however, applications are preferred by January 31, 2019.** Please note that interviews may begin and a candidate may be chosen prior to this date. **Only those selected for interviews will be contacted.** EAI is an Equal Opportunity Employer.

EOE M/F/D/V

*Applicants must have the right to work in the U.S. Equal Access does not provide sponsorship.*