

Jesuit Refugee Service/USA
Director of Finance

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The mission of Jesuit Refugee Service/USA (JRS/USA) is to accompany, serve, and advocate for refugees and forcibly displaced persons. JRS works in more than 45 countries worldwide to meet the educational, health, psycho-social and emergency needs of nearly 750,000 refugees and other forcibly displaced persons regardless of race, ethnic origin or religious beliefs.

Job Description

Reporting to the Executive Director, the Director of Finance will be responsible for oversight of all finance, accounting and reporting systems and activities. The Director of Finance will lead all day-to-day finance operations of a budget of \$8 million and supervise an Accounting Assistant, including functional responsibility over accounting, accounts payable, accounts receivable, payroll, budget development and analysis, and grants administration and compliance.

The Director of Finance will ensure that JRS/USA has the systems and procedures in place to support effective program implementation, meet donor reporting requirements, and conduct flawless audits. He/she will work closely with senior leadership and across departments, in particular Programs and Development, to ensure an effective and efficient financial system is in place.

Responsibilities

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity, including annual 990.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of JRS/USA's financial status.
- Assist JRS/USA's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Work closely with the Board's finance committee around issues and trends in financial operating models and delivery.
- Manage all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Prepare, review and submit financial reports for government, corporate, and foundation grants, in coordination with JRS Regional Office staff and the Programs Department.
- Collaborate and coordinate finance, audit, and accounting activities with the JRS International Office (based in Rome) and JRS Regional Offices, as needed, with some international travel required.
- Provide guidance to JRS Regional and Country Office staff on federal funding and other donor requirements, cost principles, audit requirements, and reporting. Support capacity-building of

regional, country and project finance staff as needed; provide assistance to overseas offices in budgeting, budget analysis, and identifying funding gaps and needs.

- Manage federal award cash flow, and maintain internal financial reporting systems; provide oversight of all federal expenditure and develop and maintain electronic data filing system with JRS Regional and Country offices.
- Manage organizational cash flow forecasting by working in partnership with Department heads; continuously collaborate with senior leadership and Department heads to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Stay up to date on new regulatory requirements, industry standards, and best practices used by other similar organizations.

Qualifications

- Bachelor's Degree; CPA and/or MBA preferred; minimum seven years of experience.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Knowledge of accounting standards for U.S. non-profit organizations and A-133 federal audit requirements.
- A track record in overseas grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential. Experience with U.S. State Department, USAID/OFDA, and/or Department of Homeland Security funding is an asset.
- Experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- Keen analytic, organization and problem solving skills, which allow for strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board and other partners
- Ability to communicate and develop key working relationships remotely with international colleagues in a diverse, multi-cultural environment.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Willing and able to travel to JRS program sites, as needed.
- Fluency in English is required; working knowledge of Spanish or French is an asset.

How to Apply

Please submit resume and cover letter (with salary requirements) to JRSJobs@jesuits.org by June 30.