Job Title: U.S. Director of Finance
Reports To: U.S. Executive Director
Direct Subordinates: 1
Location: Silver Spring, MD

Background
Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Founded in France in 1982, the Humanity & Inclusion Network now has more than 3,350 personnel working in about 55 countries. Eight national associations, based in the United States, France, Switzerland, Belgium, Germany, Luxembourg, Great Britain and Canada, provide overall support for the field programs, which are implemented through the headquarters in Lyon, France.

Humanity & Inclusion’s programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and to assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy and for the elimination of landmines and cluster munitions.

The U.S. office of Humanity & Inclusion is a 501 (c)3 organization with an independent Board of Directors, is a constituent member of the Humanity & Inclusion network, and has its offices in Silver Spring, MD. The U.S. national association supports the work of Humanity & Inclusion by securing and managing grants from U.S. governmental institutions and private foundations; mobilizing private and public financial support; representing Humanity & Inclusion with national, international bilateral and multilateral institutions based in the U.S.; and raising the organization's profile. The U.S. national association raises approximately $30 million per year, of which 98 percent derives from U.S. Government grants. The national association conducts active outreach to the U.S. public.

The U.S. Director of Finance is a member of the senior management team and reports directly to the U.S. Executive Director. The U.S. Director of Finance provides direct supervision for the Head of General Services. The position also indirectly reports to and works closely with the global finance team based in France, and with the organization’s Treasurer (a volunteer Board of Directors role).

This is a full-time, exempt position based in Silver Spring, MD. The position has occasional international travel.

Purpose of the Job
The U.S. Director of Finance is responsible for the management of the organization’s financial processes, ensuring that they support the HI network’s global strategy and priorities. The U.S. Director of Finance maintains and monitors comprehensive, effective and transparent financial systems.
Key Areas of Responsibility

1. Financial Administration, Oversight and Control
   - Post all credits and debits to the organization’s books in keeping with best practices and Generally Accepted Accounting Principles (GAAP), validating entries made by other staff and making corrections via journal entry as necessary
   - Monitor and improve systems/tools for internal financial control and accountability in order to safeguard assets
   - Ensure that accounting systems and procedures meet national associations’ needs, follow GAAP and are compatible with network standards
   - Oversee annual budget preparation, semi-annual and annual closure of accounts and other financial reporting (financial statements and activity analysis) in collaboration with U.S. Executive Director, grants management team and global finance staff to ensure timely and accurate flow of financial information
   - Monitor expenses against budget providing monthly updates to all internal budget holders
   - Prepare financial presentations for U.S. board meetings four times annually;
   - Control cash management, including monitoring and reconciling banking and credit accounts, in coordination with the network and the U.S. Executive Director
   - Analyze, monitor, and present comprehensive financial information, including cash, on a regular basis
   - Calculate impact of proposed initiatives, expenditures, and/or policy changes on organization and budget assumptions
   - Provide advice to all members of the Humanity & Inclusion U.S. staff concerning the organization’s finance manual and its application, as well as GAAP principles and accounting standards

2. Compliance
   - Together with the U.S. Executive Director and the Board ensure financial compliance with Federal, State and local laws and statutes
   - Ensure that all required financial and tax reports to federal, state, and local authorities (including state registrations for fundraising as well as Federal and State tax documents including Federal Forms 990 and 5500) are completed, submitted and archived accurately and on time
   - Remain up to date on all U.S. Government and local regulations with respect to contracts, taxes and income. Review and provide comments on financial aspects of vendor agreements and contracts to be signed by the U.S. Executive Director
   - Act as the lead for the organization’s annual external audit and any donor-required financial audit

3. Supervision
   - Supervise the Head of General Services

4. Other Duties
   - Contribute to the U.S. annual planning process as well as develop finance and administrative work plans that reflect, contribute to, and augment U.S. and global strategies
   - Maintain positive and collaborative working relationship with U.S.-based and global staff
   - Represent the Finance and Administration team in the Senior Managers Team meetings
• Carry out tasks as required by the U.S. Executive Director

Requirements
• A minimum of 4-6 years of experience in non-profit finance
• Bachelor’s degree in accounting, finance, business or a related field
• Working knowledge of GAAP regulations and reporting requirements
• Understanding of and experience with U.S. Government "Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards”
• Familiarity with laws and regulations governing charitable donations in the U.S.
• Strong analytical, organizational, collaboration and problem-solving skills
• Excellent communications skills
• Highly proficient in Microsoft Excel, PowerPoint and Word
• Deadline oriented
• Experience directly managing an accounting database

Preferred qualifications
• Master’s degree in accounting, finance or a related field
• Proficiency and experience with Microsoft Navision
• French language competency
• Experience with human resources principles and application (payroll, benefits, hiring)
• Familiarity with Office365
• Knowledge of private fundraising standards
• Some supervisory experience
• International development experience

This is an immediate opening.

Email a current resume and cover letter to recruit.usa@hi.org

People with disabilities are strongly encouraged to apply.

NOTE: Pre-existing authorization to work in the United States is required. Applicants without existing work permission in the United States will not be considered.

Humanity & Inclusion is an equal opportunity employer, and is happy to provide any reasonable accommodations that an applicant requires.

For reasonable accommodation requests at any point in the recruitment process, please contact d.hromockyj@hi.org. All self-disclosure is voluntary and personal information is strictly confidential.