Job Title: U.S. Grants Finance Officer
Reports To: U.S. Director, Grants Management and Compliance
Direct Subordinates: 0
Location: Silver Spring, Maryland (preferred), remote work is possible

Candidates for this position will work from the organization's office in Silver Spring if possible. Remote work may also be possible.

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 those experiencing extreme hardship. We act and bear 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 4,755 personnel working in 60 countries. Eight national associations, based in the United States, France, Switzerland, Belgium, Germany, Luxembourg, Great Britain and Canada, along with an office in Austria, 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 raised $32 million in 2021, of which 98 percent derives from U.S. Government grants. The national association conducts active outreach to the U.S. public.

Humanity & Inclusion is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Humanity & Inclusion is committed to maintaining a work environment that is free of discrimination based on any grounds protected by applicable federal, state or local laws. These grounds generally include race, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, disability, genetic information or carrier status, pregnancy,
victims of domestic violence, military status, alienage, citizenship status, or any other legally protected status. Applicants for employment are recruited and hired on the basis of their qualifications for the job. Promotion decisions will be made without discrimination and on the basis of performance and qualifications.

The U.S. Grants Finance Officer is part of the institutional funding team. The Officer reports the U.S. Director, Grants Management and Compliance. The position also works closely with the U.S. Finance Director (responsible for the U.S. organization's overall financial function), other members of the U.S.-based staff, and global finance and institutional funding teams based in France.

This is a full-time non-exempt position based in Silver Spring, MD. Remote work is also possible. The position has occasional international travel up to 5 percent.

Purpose of the Job

The U.S. Grants Finance Officer coordinates financial reporting on U.S Government and private foundation awards. The successful candidate will also provide technical assistance on financial management and compliance, and will coordinate other administrative aspects of the organization’s grants portfolio.

Key Areas of Responsibility

- Accurately and rapidly enter and update grant information from U.S. Government and Foundation donors into the organization’s accounting system, NAVision
- Review quarterly and final financial reports received from country finance managers and prepare them for signature
- Monitor bank accounts receiving incoming payments from U.S. donors and inform staff when payments are received
- Prepare grant reimbursement requests to donors or partners
- Compile and internally communicate on changes to the organization’s indirect cost rate (NICRA) and contribute to the analysis of its impact on budgets and project close-outs
- Support the U.S. Director of Grants Management and Compliance to provide financial guidance to headquarters and field-based colleagues on financial matters related to U.S. Government and private foundation grants, including at kick-off meetings, during project implementation, and at project closeout
- Verify and monitor project financial forecast documents
- Check Value-Added Tax reports for accuracy and submit to donors as required
- Contribute to update financial information in the U.S. Government Payment Management System by filing SF-425 for all projects
- Support the team in finalizing financial reports for U.S. private foundation grants received from HI field colleagues
- Participate in financial close-out of grants and contracts with field teams
- Contribute to the creation and dissemination of training content on financial management of grants and compliance concerning U.S. donor rules and regulations
• Scan project budgets for unallowable costs or errors in advance of submission or during project implementation
• Carry out tasks as required by the U.S. Director for Grants Management and Compliance

Requirements
• At least two years of work experience, with at least one year 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 U.S. Government "Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards" or capacity of learning
• Strong analytical, organizational, collaboration and problem-solving skills
• Excellent communications skills
• Highly proficient in Microsoft Excel and Word; familiarity with Office365
• Deadline oriented

Preferred qualifications
• Proficiency and experience with Microsoft NAVision
• French language competency
• Experience in International development/relief; or else time spent living abroad

People with disabilities are strongly encouraged to apply.

We will only consider applications from U.S. citizens, or from applicants who already have permission to work in the United States.

Applicants without existing work permission in the United States should not apply.

Application procedures and notes
This is an immediate opening

Qualified applicants with existing permission to work within the U.S. should submit a resume and cover letter to recruit.usa@hi.org with the subject line, "U.S. Grants Finance Officer."

Humanity & Inclusion is an equal opportunity employer, and is happy to meet 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.