

Director of Finance

Type – Full time

Location - Alexandria, VA

Closed to Agencies

About Nascent Solutions

Nascent Solutions, Inc. (Nascent) is a woman-owned international development organization founded in 2004 with a vision to harness the creative entrepreneurial skills of women and youth to increase income and improve health outcomes at the community level. In the last 17 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of more than 10 million people in seven African countries. For more details, visit www.nascents.org

Position Summary

The Director of Finance will join Nascent at an exciting time of continuous growth. Candidate will manage the organization's financial assets and have fiduciary responsibilities to include developing and implementing financial procedures at headquarters and in field offices that ensures compliance with regulatory and donor requirements; and lead an effective, service-oriented infrastructure which aligns with company goals and strategic priorities to help sustain the financial health of the organization.

Financial Management

- Oversee all accounting and finance responsibilities for both HQ and country offices in accordance with US Government regulations and other donor policies.
- Contribute to new business development, specifically the budget sections of grant proposals.
- Ensure project expenditures are within established budget parameters.
- Assist with review of procurement procedures.
- Prepare monthly, quarterly, and annual financial and donor reports as required.
- Track the transfer of funds between the headquarters office and field offices.
- Process payroll and administer 401(k) plan.
- Control the finance and grant management of country offices
- Facilitate independent external audit
- Prepare and file state and federal regulatory reports including Form 990 in a timely manner
- Reconcile accounts payable and accounts receivable
- Plan, organize, and execute annual and proposal financial budget
- Ensure project expenditures are within established budget parameters.
- Lead the yearly NICRA negotiation with the recognized agency
- Develop and update organizational financial accounting procedures in the Operations Handbook.

- Ensure that adequate financial controls are installed, and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.

Leadership and Staff Management

- Supervise and manage 1-2 personnel directly; indirectly advise 3-5 finance and administrative staff in international country offices.
- Guide the organization to increased financial sustainability through financial and administrative process improvements.
- Support business development efforts by creating sound financial strategies and regulatory framework
- Build the capacity of staff on finance and grant management

Communication

- Maintain constant contact with financial, administrative, and operations staff in international country offices.
- Direct all mandatory financial reporting to donors and respond to donor information requests.
- Advise management and Board of Directors on finance and administrative matters.
- Assist independent and government auditors when necessary.

Key Qualifications

- Bachelor's degree in finance, accounting or similar; Master's degree or CPA preferred.
- 5+ years' experience in a senior finance, accounting, or operations role; experience with a 501(c)(3) non-profit preferred.
- Experience managing financial compliance with US Government contracts, grants, and cooperative agreements, especially from USDA and USAID.
- Ability to evaluate the organization's accounting and financial functions and respond to deficiencies by identifying and implementing appropriate corrective actions.
- Highly self-motivated and autonomous with the ability to work with little guidance.
- Ability to thrive in an informal, dynamic culture and be comfortable with ambiguity.
- Experience supervising, managing, and mentoring people of various ability levels.
- Willingness and ability to undertake a broad range of operational tasks as is necessary in a small non-profit.
- Willingness to undertake occasional international travel to rural African settings.
- Ability to communicate effectively in cross-cultural situations.
- Proficiency in the Microsoft Office suite, especially Excel.
- Proficiency in QuickBooks or similar software.
- Experience with international development projects preferred.

How to Apply

Interested candidates should submit a cover letter and CV to recruitment@nascents.org. Please include **"Director of Finance"** in the email subject line. CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. Closing date for applications is **August 4, 2021**.

Nascent Solutions provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.