

Director of Finance and Compliance

Summary of the Position

Location: Alexandria, Virginia, USA

Type of Employment: Salaried, full-time, at-will employment

International Travel: Approximately 10%

Reporting: Reports directly to the President and CEO

Start Date: As soon as possible

Introduction

The Director of Finance and Compliance will lead all day-to-day finance operations and supervise the finance team members, including functional responsibility over accounting, accounts payable, payroll, accounts receivable, campaign accounting, and grants administration. Duties also include assisting with budget preparation, financial statements, inventory, purchasing, and activities during the agency audit. The Director of Finance & Compliance will support staff training and development.

About Nascent Solutions, Inc.

Nascent is an African women-led international development organization founded in 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. Over the last 19 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of millions of people in several African countries.

Duties and Responsibilities

- Oversee all accounting and finance responsibilities in HQ and country offices per Nascent policy, GAAP, US Government regulations, and other donor policies.
- Supervises/monitors all agency financial procedures and systems.
- Responsible for the full charge bookkeeping of all the agency business transactions.
- Coordinate with the staff in reconciling balances in the general ledger.
- Assists project coordinators in the preparation of their annual budgets.
- Prepares and submits monthly financial statements for review.
- Responsible for closing agency books monthly and preparing monthly financial reports.
- Prepares and coordinates with the accountant for year-end IRS W-2 and W-3 forms for all employees, as well as IRS 1096 and 1099 forms and unemployment tax returns
- Supervises the accounting procedures to ensure that proper posting and payment of all checks written for payroll, or all authorized bills are conducted in a timely manner.
- Collaborate with management for the annual budgeting and planning process.

Compliance Oversight

- Ensure the company and partners comply with all local, state, and federal directives and regulations.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP, GAGAS, GAAS, and 2 CFR Part 200 standards and regulatory requirements.
- Responsible for correctly and accurately accounting for all funds received or used in company business.
- Ensure internal controls and safeguards for receipt of revenue, expenses, and program budgets versus actual expenditures.
- Communicate budget to actual results in monthly, quarterly, and annual financial statements; monitor progress and keep senior leadership abreast of financial status.
- Manage the payroll function and ensure compliance with all retirement plan documents and federal and state regulations.
- Manage accounting staff on all projects, program, and grant accounting and financial reporting to funding agencies.
- Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; keep electronic financial reporting materials for government, corporate, and foundation grants.
- Oversee net asset accounts, unrestricted, board-designated, and donor-restricted (temporary and permanent) accurately and in accordance with GAAP, GAGAS, and GAAS.
- Approve all adjusting journal entries and trial balance.
- Prepare and maintain the annual allocable dollars report and the company chart of accounts.
- Assists HR with benefits administration and maintenance.
- Assists with the preparations for finance and audit committee reports and meetings.
- Maintains all cash accounts and preparation of cash reports.
- Lead the yearly NICRA negotiation with the recognized agency.
- Ensures adequate financial controls are installed, and substantiating documentation is approved and available for an independent external and donor audit.

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 the Board of Directors on finance and administrative matters.
- Assist independent and government auditors when necessary.

Key Qualifications

- Bachelor's degree in finance, accounting, or relevant field; 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; 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 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 preferred.

How to Apply

Please submit a CV and cover letter to recruitment@nascents.org. Put the “Director of Finance” position in the subject line. CVs without cover letters will not be considered.

The closing date for applications is September 30, 2023, but candidates are encouraged to apply early as we are looking to fill the position quickly.

Current work authorization in the United States is required.

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will be considered regardless of race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.