

KONBIT SANTE

FINANCE MANAGER

If you're interested in working for a global health organization and want to be a part of a high-performing team, come join us. We are a mission-driven organization and have been supporting the healthcare system in Haiti for the past 20 years.

SUMMARY

The finance manager manages and supports the finances, accounts, and budget for both the Haiti and USA offices. The finance manager manages the day-to-day administrative aspects of the office and provides pertinent daily support to the staff members in the USA office. The finance manager works closely with the executive director and the rest of the staff members to promote and support the mission of the organization. This position reports to the executive director.

MAJOR DUTIES

General

- I. Assists the executive director in developing an annual financial budget and supports the implementation of the annual plan within the budget
- II. Responsible for the reconciliation of the Haiti- and USA-based financial accounts
- III. Leads and oversees the administrative and office-related activities of the organization
- IV. Manages the financial aspects of the donor database
- V. Develops policies and procedures related to finance and accounting
- VI. Attends board meetings with the executive director as requested and provides frequent financial and budget-related updates to the board
- VII. Provides staff support to the finance committee
- VIII. Performs miscellaneous job-related duties and special projects as assigned by the executive director

Finance and Accounting

- I. Maintains appropriate records of budgetary expenditures and develops financial reports and projects budgets as required
- II. Develops and maintains bank relationships, including conducting an annual review of the relationships
- III. Oversees, coordinates, maintains, and processes payroll time sheets, sick and annual leave documents, travel reimbursements, purchasing documents, and employment documents for staff members
- IV. Oversees the fiscal and administrative aspects of contract management and monitors compliance with relevant regulations and laws
- V. Conducts financial audits and renewals for appropriate financial policies in order to remain compliant as required by law
- VI. Manages official financial records to ensure compliance with federal, state and local regulations and with grant-rewarding agencies

Administration

- I. Monitors and implements administrative policies within the office
- II. Provides direct staff support to the organization such as handling phone calls and inquiries
- III. Handles day-to-day office activities and issues
- IV. Coordinates calendar invites to keep track of staff calendars, including that of the executive director
- V. Compiles and sends appropriate meeting reminders along with agendas
- VI. Assists in note-taking responsibilities at group meetings

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Donor Database

- I. Ensures timely entry of checks and financial information into the database
- II. Develops financial reports of donors as needed for the executive director
- III. Sends general thank you notes to all donors and informs executive director, as needed
- IV. Serves as in-house expert on the donor database, maintains it, and ensures records are up-to-date

MINIMUM JOB REQUIREMENTS

Success in this position requires an in-depth understanding of nonprofit leadership and finance, and of accounting, such as the utilization of QuickBooks and appropriate accounting software. Other qualifications include:

- Proven experience of at least 5 years in finance or accounting for a nonprofit organization, preferably with some global health or international development experience.
- Bachelor's level degree in Accounting, Economics, Business Management, Public Health, Public Administration, or related field.

SELECTION CRITERIA

- Ability to work with high degree of independence and accuracy
- Demonstrates excellent leadership, interpersonal, and supervisory skills
- Demonstrates good organizational and coordination skills
- Demonstrates strong communication skills, both written and oral
- Demonstrates strong financial planning and management skills
- Is comfortable working with diverse individuals and organizations
- Flexible about time requirements (i.e., able to attend some evening meetings)
- French or Creole proficiency highly desirable
- Criminal background check

Konbit Sante reserves the right to waive any requirement or substitute for any requirement listed above if it is deemed to be in the best interest of the organization. To apply, submit resume and cover letter to hr@konbitsante.org