**CFO**

Reporting to the Board of Directors and partnering with the Executive Director, the Chief Financial Officer (CFO) will set the firm’s financial policy and direction while also being an active participant in, and driver of, the organization’s overall strategy. She or he will lead all financial administration, business planning, and budgeting decisions. As a member of the team, the CFO will work closely with a motivated and engaged audit and governance committee of the board of directors.

The CFO will lead the firm’s finance, human resources (HR), and information technology (IT) functions. Specific responsibilities include:

*Strategy:*

* Partner with the Executive Director on all operational and strategic issues as they arise; provide strategic recommendations to the Board based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
* Oversee long-term budgetary planning and cost management in alignment with the firm’s strategic plan. Participate in the ongoing strategic planning process.
* Engage the Board to align financial management with short- and long-term financial planning and projections. Communicate to the board on issues, trends, and changes in the operating model and operational delivery of the organization’s stated targets.

*Financial and Operational Management*

* Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally. Manage and improve the budgeting process.
* Develop, document and implement business processes and accounting policies to maintain and strengthen internal controls
* Manage the relationship with the fund Administrator. Oversee the Administrator’s maintenance of financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
* Oversee the preparation and approval of all financial reporting materials and metrics for USAID, GAO and firm’s board of directors; prepare and communicate monthly and annual financial statements. Report financial results to the Board of Directors.
* Manage cash flow and forecasting of all investment, investment related and operations cash-flow timeline for timely drawdown requests. Monitor cash balances and manage cash disbursement procedures with the fund administrators
* Coordinate all financial and tax audit activities. Review annual audited financial statements including all footnotes and disclosures. Manage the relationship with external auditors and investigate their findings and recommendations.
* Review all formal finance-, HR-, and IT-related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward ensuring their alignment with the Grant Agreement’s requirements.
* Coordinate valuation of firm’s investment portfolio on quarterly in accordance with GAAP. Participate in monitoring of all investments and reporting on financial performance.
* Review the Fund Administrators financial package for the quarter-end/year end close process
* Develop and ensure quality controls over financial transactions and financial reporting.

**Requirements**

* A minimum of a Bachelor’s degree **and** a CPA
* Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting
* Strong analytical skills and experience interpreting a strategic vision into an operational model
* Solid knowledge of GAAP and nonprofit accounting practices and standards
* Preference for relevant work experience in audits, nonprofit accounting and/or private equity accounting experience
* Comfortable knowledge or strong interest in QuickBooks
* Excellent accounting software user and administration skills
* Proficient use of Microsoft Office, specifically Microsoft Excel
* Outstanding attention to detail and organizational skills
* A proven work ethic with strong motivation
* Effective communication skills
* Ability to think on one's feet, improvise, have a “big picture” approach and demonstrate developed analytical skills.
* Strong problem solving and planning skills
* Highly-motivated, proactive, flexible and passionate about the organization’s mission