

Job Announcement

Finance and Operations Officer

Washington, DC or New York, NY
Full-Time

About the Global Center

At the Global Center on Cooperative Security, we believe that policies that protect society are best informed by the people most directly impacted. We work with changemakers around the world who are committed to addressing the root causes of violent extremism and promoting and protecting human rights in counterterrorism efforts.

Together with our global network of civil society, government, and multilateral partners, we aim to:

- *address the inequalities, injustices and abuses that undermine peace and security by promoting transparent and accountable institutions;*
- *foster multidisciplinary partnerships to ensure that those impacted by conflict and insecurity inform measures to address their root causes; and,*
- *identify synergies between related fields of research, spotlight promising practices, track threats to peace and security and analyze their root causes.*

We are looking to recruit a candidate who is keen to contribute to the financial and administrative operations of a global organization while learning about the financial and operational management of a nonprofit. The ideal candidate will be highly organized, detail-oriented, eager to learn, and excited about the prospect of supporting a global team.

Join us as we build partnerships for a more just and secure world.

Position Summary

Reporting to the Chief of Finance and working in coordination with the Director of Development on fundraising efforts and Program Managers across a variety thematic and geographic programs, the successful candidate will primarily fulfill regular/recurring financial, operational, and human resource administration functions, provide financial oversight across several Global Center programs, and oversee the administration and financial management of subgrant portfolios.

Role and Responsibilities

As a member of an international, dynamic, multinational, and multidisciplinary team, the successful candidate will be assigned the following responsibilities:

- **Organizational Financial/HR Administration:**
 - Review, prepare, and process all transactions for global projects while ensuring compliance with internal financial procedures and grant regulations
 - Process bill payments, payroll, international wires, and ACH transfers
 - Maintain financial records and enter transactions to accounting system
 - Assist with annual audit and preparation of organizational tax filings (990)
 - Assist with maintenance of organizational registrations and filings

- Assist with preparation and monitoring of annual operating budget
- Assist with management of vendors and banking relationships
- Assist with design and management of organizational insurance packages
- Assist with office administration (ordering supplies, booking conference room, etc.)
- Assist with new hire onboarding and enrollment in benefit programs, and contribute to the design of employment benefit offerings
- **Programmatic and Fundraising Financial Support:**
 - Support Program Managers in the development of project proposals and monitoring of project budgets
 - Ensure compliance with grant regulations and reporting requirements
 - Support the management of consultants and drafting of consultancy agreements
 - Assist with managing significant subgrant portfolios by:
 - Drafting subgrant agreements
 - Monitoring subgrantee progress reporting and payment schedules
 - Support financial components of fundraising efforts

Qualifications

- B.A. or B.S degree in business/public administration, human resources, accounting, or other related field
- 2-4 years of experience in a financial support function, with experience in accounts payable and/or bank transaction processing
- Prior experience working for a nonprofit and/or desire to pursue a career in nonprofit management/administration
- Experience managing grant/project funding preferred
- Experience using accounting systems such as Quickbooks
- Experience with employee benefit program administration preferred
- U.S. work authorization

Competencies

- Competence with Microsoft Office Suite (advanced Excel skills preferred) and QuickBooks
- Ability to work remotely and adapt to new technologies
- Highly organized and detail-oriented
- Ability to interpret financial/contractual documents and make decisions
- Strong inter-personal skills and ability to collaborate with multinational team members
- Ability to follow established policies and procedures and maintain confidentiality
- Ability to manage time and work independently with minimal supervision
- Proactive and mission-oriented problem solver

Salary and Benefits

Salary and benefits are commensurate with experience. The Global Center offers a competitive benefits package that includes: medical, dental, vision, life and disability insurance; vacation, personal and sick time; paid parental leave; and retirement savings plans. Other benefits include: flexible work from home

arrangements, including a home-office expense subsidy; and dedicated annual professional development funds and time for each team member.

As an Equal Opportunity Employer, the Global Center is committed to building a team that represents a diversity of backgrounds, perspectives, and skills. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other classification protected under applicable law. All employment is decided on the basis of qualifications, merit, and business need.

The successful candidate will be joining a small, close-knit, multinational team of professionals committed to actively building a more equitable and anti-racist culture in the workplace, in our work, and wider field of practice. The Global Center values open exchange between colleagues and is committed to organizational learning.

Remote and flexible work

The Global Center is primarily working remotely at this time. As it becomes safe to do so, we intend to operate in a flexible hybrid remote/office environment. The ideal candidate will be comfortable working remotely as needed and able to maintain work quality while doing so.

To apply

Please submit your resume or CV, and cover letter to joinourteam@globalcenter.org, with the subject line “Finance and Operations Officer”. Applications will be considered on a rolling basis but no later than 30 April 2021. We do not respond to inquiries into the status of submission.