

**PNP Staffing Group is proud to have been retained by The Global Center on Cooperative Security to lead their search for a Director of Finance.**

**Please note: this position is a hybrid of remote and time in the office in either New York City or Washington, D.C.**

#### **ABOUT THE GLOBAL CENTER**

The Global Center is dedicated to advancing inclusive, human rights-based policies to address the root causes of violent extremism. We work to achieve lasting security by advancing inclusive, human rights-based policies, partnerships, and practices to address the root causes of violent extremism. We focus on four mutually reinforcing objectives:

- Supporting communities in addressing the drivers of conflict and violent extremism.
- Advancing human rights and the rule of law to prevent and respond to violent extremism.
- Combating illicit finance that enables criminal and violent extremist organizations.
- Promoting multilateral cooperation and rights-based standards in counterterrorism.

Our global team and network of experts, trainers, fellows, and policy professionals work to conduct research and deliver programming in these areas across sub-Saharan Africa, the Middle East and North Africa, and South, Central, and Southeast Asia.

#### **POSITION SUMMARY**

The successful candidate is a highly skilled finance professional with a strong commitment to advancing our mission and helping lead our team. They will serve as a hands-on financial leader with significant responsibility for oversight, management, and stewardship of the organization's finances and administration. This role reports to the Executive Director and will work in close coordination with the Chief of Operations, the Chief of Strategy, and a global team of colleagues.

#### **ROLES AND RESPONSIBILITIES**

As a member of an international, dynamic, and multidisciplinary team, the successful candidate will oversee the financial management of an annual operating budget of over \$5M. Responsibilities include:

##### **Financial Management and Accounting**

- Oversee day-to-day financial management and administration in a fast-paced, global environment, covering areas of finance including accounts payable and disbursements, corporate credit card administration, cash receipts, cash flow and forecasting, contracts approval, US and global payroll oversight and processing, general ledger maintenance and account reconciliations
- Analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements and present financial reports to senior leadership team and Board of Directors
- Lead annual budgeting, planning, and forecasting process and monitor progress against budget and key benchmarks

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with relevant standards, regulations, and donor requirements
- Oversee relationships with creditors, maintain organizational bank accounts, credit lines, and other financial assets
- Monitor and mitigate financial risk exposure, including managing organization's foreign exchange exposure
- Serve as reviewer and signatory of material contracts with vendors, consultants, and subgrantees
- Design and administer company financial and grant procedures, and support operational policies and procedures
- Develop and maintain internal controls and safeguards for receipt of revenue, costs, and project/program budgets and actual expenditures
- Supervise our Finance and Operations Officer, including supporting their professional development
- Support major operational decisions such as those pertaining to office leases, equipment purchases, etc.
- Assess and evaluate business, budget, and financial processes and procedures; identify and implement opportunities for improvement; and continually assess finance information systems
- Oversee annual organizational audit, preparation of annual form 990, and project-specific audits as needed
- Participate in organizational policy development as a member of the leadership team

#### **Compliance**

- Remain up to date on regulations, industry trends and practices, and relevant financial reporting laws; ensure organization operates within full compliance of the laws in the countries in which it works; consult with external auditors, tax preparers, and legal counsel on relevant matters
- Ensure corporate registrations are maintained and in good standing
- Oversee and maintain organizational liability insurance policies
- Oversee and maintain organizational travel and security insurances
- Ensure compliance with IRS rules for 501(c)3 organization and oversee filings of annual IRS Form 990
- Ensure compliance with all grants, including those issued by the US federal government, foreign governments, and foundations
- Ensure compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and annual "A-133" audit
- Track and comply with changes to federal requirements for grants management
- Ensure appropriate vetting and monitoring of subgrantees in accordance with relevant funder requirements

#### **Human Resources**

- Support the development and administration of personnel policies
- Design and administer employee benefit programs, including healthcare, disability insurances, etc.
- Monitor and ensure compliance with applicable labor laws
- Serve as custodian of personnel files

#### **Project Budget Cycle and Development**

- Assist with identification of development opportunities and work with project teams to develop project budgets in alignment with organizational benchmarks
- Assist project teams and directors with negotiating financial and reporting terms

- Monitor project spending, prepare regular budget-to-actual reports, and coordinate with project managers to ensure projects remain on budget
- Track and monitor staff time allocations and advise on appropriate staffing of programs
- Track receivables and assist with collections and cash flow management
- Provide training/mentorship to certain subaward recipients where necessary
- Prepare regular interim and final financial reporting for projects in compliance with grant terms
- Support the Development Director with organizational funding efforts aimed at unrestricted contributions

#### **MINIMUM QUALIFICATIONS**

- Significant financial management experience (7+ years) in the nonprofit sector, including managing grant funding
- Graduate degree in business, accounting, finance, or a related field. CPA preferred
- Solid understanding of nonprofit accounting and financial reporting under Generally Accepted Accounting Principles, budgeting, strategic planning, financial modeling and forecasting, audit procedures, nonprofit and employee tax considerations, internal controls, enterprise risk management, and data analysis
- Understanding of and experience with U.S. funding regulations (2 CFR 200)
- Proficiency with accounting systems such as QuickBooks
- Long range planning and budgeting with a diversified donor base and multiple currency environment
- Strong writing and presentation skills with demonstrated success preparing and presenting to Executives and the Board
- Knowledge of laws, procedures and regulations relating to US tax exempt organization under Section 501(c)(3). Experience overseeing preparation of form 990 highly preferred
- Experience managing the finances and human resources operations of an international entity with multiple staff and programming in a variety of global locations and foreign exchange matters, highly preferred
- Experience negotiating funding contracts with a variety of entities highly preferred
- Experience designing and implementing sub-awardee vetting and monitoring policies/procedures

#### **Other Attributes/Values**

- Demonstrated commitment to the mission of the organization
- Commitment to diversity, equity, and inclusion
- Executive presence to lead discussions at all levels and across functional fields with an ability to clearly explain complex information
- Strong strategic orientation and ability to see beyond the numbers and serve as a true voice regarding strategic matters facing the organization
- Propensity for building consensus and collaborating with others to achieve common goals
- Ability to train, develop and mentor staff
- Aptitude for multi-tasking and thriving in a rapid-paced environment; positive attitude in high-pressure and stressful situations
- Exemplary critical thinking, communication, and relationship-building skills

- Ability to identify and drive improvements in key financial metrics and proactively identify and raise potential issues
- Ability to analyze and report on complex financial activities of the organization and comfortably make material financial decisions

### **SALARY AND BENEFITS**

Salary and benefits are commensurate with experience with salary expected around \$110,000. 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; a health savings account; 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.

The Global Center team is committed to the following set of organizational values:

**Integrity, Professionalism, and Efficiency.** We are committed to maintaining financial and political independence; delivering quality programs effectively and efficiently; and interacting professionally and respectfully at all times and with all people.

**Partnerships and Cooperation.** We strive to engage in open, direct communication, seeking and providing constructive feedback; invest in expanding networks and sharing information; and nurture cooperation and caring across all our interactions.

**Evidence-Based and Impact-Oriented Programming.** We aim to address root causes of issues and think beyond short-term solutions by being action-oriented, flexible, and focused on generating custom and context-appropriate programs.

**Inclusivity and Diversity.** We endeavor to be actively anti-racist, anti-homophobic, anti-sexist, anti-ageist, and anti-prejudice – respecting opinions while staying true to our values by creating an inclusive and diverse environment both internally and when interacting with people outside of the organization.

**Professional Development and Self-Reflection.** We invest in staff and partners to develop professionally and provide staff opportunities to grow and diversify their skills and experience. We are judicious in selecting the work we take on by assessing whether our skill, expertise, values, partners, and capacities are suited to deliver the highest quality work.

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.

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

**Please send resume and cover letter to Wade Savitt, Executive Recruiter with PNP Staffing Group.  
wsavitt@pnpstaffinggroup.com**