

Group Finance Manager, HQ
Akros

Overview

Akros is a small, growing international development group comprised of two entities: a US-based corporation and a Zambia-based NGO. Both entities work collaboratively towards shared objectives, and receive funding from multiple international clients.

Role description

The US-based finance team provides oversight and support for both the US and Zambia entities. In general, this role will directly manage the books for the US entity, including: all postings and monthly report preparation, payroll for all US and international staff (and federal/state taxes for US staff), treasury management and AR/AP. In regards to the Zambia entity, this role will review bank recs, provide occasional testing of transactions, review month-end reporting and roll up Zambia data into group reporting templates.

Annually, the finance manager will compile provisional G&A budgets for both the US and Zambia entities, as well as program budgets and indirect targets using Akros reporting tools. The finance manager will work directly with program managers to update forecasting figures on a quarterly basis, as well as providing monthly program-level reporting to ensure production is aligned with AR/AP processes.

The finance manager will support Zambia audit processes, as well as directly manage the US audit.

As a contractor receiving funds from USAID and other US federal sources, it is critical that the finance manager be literate and experienced managing control environments compliant with DCAA, CAS, FAR and other relevant policies.

Specific Responsibilities

- Review and finalize Zambia and US annual budgets
- Maintain financial reporting tools for the group
- Supervise Zambia finance manager, conduct monthly management meetings and annual performance reviews
- Provide periodic budget advances against Zambia office requests, retire advances promptly
- Coordinate annual Zambia audit, directly supervise US audit
- Provide ad hoc support to country office during peak volume
- Monthly bank recs for HQ and Zambia accounts
- Set up and coordinate approvals for HQ payment runs
- Update HQ accounting software: payables, receipts, salary accruals, staff advances and receipts
- Reconcile balance sheet accounts
- Prepare and coordinate approval of monthly salary schedule

- Facilitate payroll
- Manage all intercompany reconciliations
- Schedule calls, emails, trips as necessary to supervise and/or backstop country level F&A operations
- Proactively manage HQ audit and tax preparations, advise C-team on risks and mitigation strategies

Qualifications

- Masters degree in finance or equivalent
- CPA, CGMA, ACCA, CIMA or equivalent certification
- 10 years experience managing multi-division/site teams
- 10 years experience with USG contracting, with demonstrable expertise in indirect schedule preparation and management, growth management and systems development
- Demonstrable expertise with DCAA, FAR, CAS and related policies/controls
- Familiarity with Quickbooks, Concur, Harvest, and supplementary systems to integrate the three
- 5 years experience working with local teams in developing countries
- Excellent verbal and written communication skills
- Self-starter, exhibiting proactivity and productivity
- Excellent time management skills

Location, Salary, Term

The position will be based in Missoula, Montana and will be for a two-year term with options to extend. Salary will be competitive.

To apply, please send a covering letter, CV and three current references (one of which must be from your current or most recent job) to: careers@akros.com