About the role:

As the Finance lead, your primary responsibility is to oversee and manage the financial activities of the organisation. This includes financial analysis and planning, accounting operations, budgeting, and external audits. You will establish or improve the organisation’s financial policies and procedures to ensure compliance with legal and regulatory requirements.

In addition to your financial management duties, you will provide guidance to senior management and support the Board by communicating financial reporting and analysis effectively. As the primary point of contact for external parties on financial matters, you will manage bank relations, customer invoices, project reporting, and state and federal tax registration and reporting.

Responsibilities:

- Create, improve, and implement financial policies and procedures for the organisation in line with nonprofit accounting.
- Oversee the generation of timely and accurate internal and external financial reports, including monthly and annual financial statements
- Provide financial analyses, reports, and forecasts to management
- Advise management in financial decision-making and systems development and improvement
- Oversee the accuracy of the organisational accounting records and maintain the chart of accounts
- Establish and monitor adequate internal controls
- Monitor the security of the organisation’s financial assets
- Supervise month-end closings and bank reconciliations
- Review project award and sub-award documents and budgets as needed
- Support the annual budget preparation process
- Manage the employee expense reports review process
- Direct completion of the annual audit and tax returns
- Ensure timely production, and support review of, project invoices
• Work with staff as appropriate in achieving financial management goals
• Act as the liaison to the Board of Directors Finance Committee
• Perform other duties as assigned by the supervisor

Qualifications:
• Bachelor’s degree in finance, accounting, or related field with a minimum of 5 years relevant experience.
• A certified Public Accountant (CPA) is preferred.
• Demonstrated progression in financial leadership and supervisory roles with at least three years of experience managing finances of a $1+ million nonprofit organisation, preferably international with a mix of funding sources.
• Strong knowledge of general ledger, banking, job cost accounting, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
• Proficient in financial software programs and Microsoft Office applications.
• Thorough understanding of nonprofit accounting and Generally Accepted Accounting Standards (GAAP).
• Familiarity with Generally Accepted Government Auditing Standards (GAGS) is desirable.
• Ability to prioritise multiple tasks and balance day-to-day tasks with strategic, long-term goals and timelines.
• Adept at presenting complex financial information in a clear manner to board members, senior management, staff members, and others.
• Excellent written and verbal communication skills with the ability to communicate diplomatically in a diverse, multicultural environment.

Please submit CVs and cover letters to info@healthsystemsgenderjustice.org with the subject line “Finance Lead.” Please note that only successful applicants will be contacted. The position is open until we fill with the right candidate.