



## **Manager, Finance and Administration**

Engineering World Health, ([www.ewh.org](http://www.ewh.org)), a non-profit whose mission is to improve healthcare delivery in low-income countries, is seeking an experienced and proven accountant for the part-time position of Finance and Administration Manager.

### **About the Position:**

The Finance and Administration Manager works closely with the President/CEO, Finance Committee of the Board, and staff Program Managers to provide financial reporting and account oversight.

### **Job Duties and Responsibilities:**

The Finance Manager is responsible for all accounting and finance related tasks for a small non-profit organization. These tasks will include, but are not limited to:

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Coordinate and lead the annual audit process, act as the primary contact for the external auditors and the finance committee of the board of directors.
- Oversee and lead annual administrative budgeting and planning process in conjunction with the President/CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Prepare monthly financial statements for President/CEO and Board Treasurer.
- Prepare monthly donation reports for the Development Manager.
- Prepare quarterly financial statements for the board of directors and finance committee (meet quarterly).
- Process payroll and payroll taxes.
- Manage organizational cash flow and forecasting.
- Update and implement all necessary internal control and accounting practices.
- Effectively communicate and present the critical financial matters to the staff and board of directors.
- Maintain EWH's human resources, employee benefits, and performance evaluations.
- Maintain organization's insurance policies.

### **Training & Experience:**

- A bachelor's degree in accounting or related field from an accredited university.
- A minimum of three-to-five (3-5) years non-profit/fund accounting experience.
- Knowledge of Generally Accepted Accounting Principles, especially as they pertain to 501(c)3 tax exempt organizations.



- Experience with fund accounting and cost allocations amongst multiple programs.
- Experience with payroll preparation and compliance requirements.
- Strong Microsoft Excel skills.
- Experience working with QuickBooks in a non-profit environment required.

### **Qualifications:**

An extremely well-organized self-starter who is:

- Able to work independently and proactively
- Able to set and achieve goals
- Resourceful and able to think critically
- Flexible and able to change tasks and priorities as necessary
- An excellent writer with strong verbal communication skills
- Honest, trustworthy, and ethical; unimpeachable integrity and ability to handle confidential information with discretion
- A team player with good interpersonal skills in a small office setting

### **Additional Information:**

This is a part-time position in EWH's Durham, NC, office for about 20 hours per week with salary depending on experience. In consultation with the CEO, work times can be flexible. The position is currently remote due to COVID-19 with a few visits to the main office for maintaining paperwork. When appropriate, you are able to use the office space. Access to over 3,000 co-working locations provided, with main office location in the RTP area.

Interested applicants should submit a cover letter with salary requirements noted and a resume to [CEO@ewh.org](mailto:CEO@ewh.org). Please use the subject line "Application for Finance Manager". EWH will only review submissions that include all requested materials. Submissions requested by January 4, but position open until filled. Anticipated Start Date: Feb. 1, 2021. No phone calls please.

*Engineering World Health has a commitment to diversity in its leadership, staff, and partners. It is actively seeking a diverse pool of candidates in this search, including but not limited to age, race, ethnicity, class, national origin, sexual orientation, gender identity, disability, and religion.*