



Administration and Finance Manager

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

About the Position:

The Administration and Finance Manager works closely with the President/CEO, Committees of the Board, and staff Program Managers to oversee administrative and financial operations including, but not limited to, facilitating financial reporting and account oversight, office management, grant administration, human resources, and benefits administration.

Job Duties and Responsibilities:

General Administration

- Manage workflow processes and monitor daily team logistics for meetings, project deadlines, calendars, various emails for EWH, etc.
- Manage office supplies and space
- Process mail and checks
- Maintain EWH's human resources, employee benefits, and performance evaluations
- Maintain EWH's insurance policies
- Track and record Institute payments and outstanding balances
- Notify Institute applicants of needed payments
- Assist with administration of Kits for Classrooms program
- Manage event registrations
- Assist the CEO in administrative tasks as needed
- Assist with board reports and grant reports as needed
- Other tasks as necessary

Finance-Related Administration

- Serve as primary contact for accounting firm, manage any associated accounts/paperwork or approvals needed for tax payments, audit, and payroll questions
- Act as liaison between accounting firm and CEO to review financial plans and budgets; keep senior leadership team abreast of the organization's financial status
- Oversee and lead annual administrative budgeting and planning process in conjunction with the President/CEO
- Coordinate and lead the annual audit process with the accounting firm, act as the primary contact for the external auditors
- Track operational metrics (i.e. monthly, quarterly, annual reports and meeting agendas)
- Prepare quarterly financial statements with the accounting firm and CEO for the board of directors and finance committee
- Effectively communicate and present the critical administration and financial matters to the staff and board of directors



- Generate invoices as needed and maintain records
- Other tasks as necessary

Training & Experience:

- A bachelor's degree in accounting, administration, or related field from an accredited university
- A minimum of 1-2 years non-profit experience
- Experience with 501(c)(3) accounting and financial systems, ability to develop fiscal policies, procedures, and systems based on non-profit finances best practices
- Experience with office administration (familiarity with Zoom, QuickBooks, Trello, Dropbox, etc.)
- Experience with fund accounting and cost allocations amongst multiple programs
- Strong Microsoft Excel skills
- Strong QuickBooks Online skills required
- Grant administration experience preferred

Qualifications:

An extremely well-organized, self-starter who is:

- Committed to EWH's mission and goals
- 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 full-time position in EWH's Durham, NC, office, 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 office for maintaining paperwork. *When appropriate, this position will return to EWH's office space to facilitate managing the office.*

Interested applicants should submit a cover letter with salary requirements noted and a resume to info@ewh.org. Please use the subject line "Application for Administration and Finance Manager". EWH will only review submissions that include all requested materials. Position open until filled. Anticipated Start Date: July 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.