

Director of Finance

About Nascent Solutions, Inc.

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. Over the last 15 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of millions of people in several African countries.

Summary of the Position

Start Date:	As soon as possible
Location:	Alexandria, Virginia, USA
Type of Employment:	Salaried, full-time, at-will employment
Travel:	Approximately 10% international travel; minimal anticipated domestic travel outside of the Washington, D.C. area
Reporting:	Reports directly to President and CEO

Duties and Responsibilities

Financial Management

- Oversee all accounting and finance responsibilities both in HQ and country offices in accordance with Nascent policy, GAAP, and US Government regulations and other donor policies.
- Contribute to new business development, specifically the budget sections of grant proposals.
- Plan, organize, and execute annual and proposal financial budget
- Ensure project expenditures are within established budget parameters.
- Lead the yearly NICRA negotiation with the recognized agency
- Prepare monthly, quarterly, and annual financial reports as required to the board and management
- Prepare donor financial reports as per the agreement and as required
- Track the transfer of funds between the headquarters office and field offices
- Control the finance and grant management of country offices
- Facilitate independent external audit
- Prepare and file state and federal regulatory reports including Form 990 in a timely manner
- Oversee and approve procurement procedures
- Process payroll and administer 401(k) plan
- Develop and update financial accounting procedures
- Ensure that adequate financial controls are installed, and that substantiating documentation is approved and available for an independent external and donor audit

Leadership and Staff Management

- Supervise and manage 1-3 personnel directly; indirectly advise 3-5 finance and administrative staff in HQ and international country offices
- Guide the organization to increased financial sustainability

- Support business development efforts by developing sound financial strategies and regulatory framework
- Build the capacity of staff on finance and grant management

Communication

- Maintain constant contact with financial, administrative, and operations staff in international country offices
- Direct all mandatory financial reporting to donors and respond to donor information requests
- Advise management and Board of Directors on finance and administrative matters
- Assist independent and government auditors when necessary

Key Qualifications

- Bachelor's degree in finance, accounting or similar; Master's degree or CPA preferred.
- 5+ years' experience in a senior finance, accounting, or operations role; experience with a 501(c)(3) non-profit preferred
- Experience managing financial compliance with US Government contracts, grants, and cooperative agreements, especially from USDA and USAID
- Ability to evaluate the organization's accounting and financial functions and respond to deficiencies by identifying and implementing appropriate corrective actions
- Highly self-motivated and autonomous; ability to work with little guidance
- Ability to thrive in an informal, dynamic culture and be comfortable with ambiguity
- Experience supervising, managing, and mentoring people of various ability levels
- Willingness and ability to undertake a broad range of operational tasks as is necessary in a small non-profit
- Willingness to undertake occasional international travel to rural African settings
- Ability to communicate effectively in cross-cultural situations
- Proficiency in the Microsoft Office suite, especially Excel
- Proficiency in QuickBooks or similar software
- Experience with international development preferred

How to Apply

Please submit a CV and cover letter to recruitment@nascents.org. Put "Director of Finance" position in the subject line. CVs without cover letters will not be considered.

Closing date for applications is Aug 14, 2020, but candidates are encouraged to apply early as we are looking to fill the position quickly.

Current work authorization in the United States is required.

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.