

Director, Finance

Amref Health Africa in the USA



With headquarters in Nairobi, Kenya, Amref Health Africa is the largest Africa-based healthcare nonprofit, serving millions of people every year across 35 countries in sub-Saharan Africa. Over more than 60 years, Amref Health Africa has been strengthening health systems and training African health workers to respond to the continent's most critical health challenges. Our priorities include infectious and non-communicable diseases; maternal, newborn, and child health; water, sanitation, and hygiene; women's and girls' empowerment; youth empowerment and advocacy; and surgical, diagnostic, and clinical outreach. Our approach is community-based and makes the people we reach partners, rather than just beneficiaries. Amref Health Africa prides itself on creating *African solutions to African problems with African expertise*. Most recently, we have been a continental leader on the COVID-19 response in Africa, working closely with the Africa CDC and Ministries of Health, and advocating for greater COVID-19 vaccine equity. More information about our work can be found at www.amrefusa.org.

Amref Health Africa has seven country offices across the African continent, as well as fundraising and communications offices across Europe and North America and an overall budget upwards of \$150 million. Ninety-seven percent of our global staff are African, including our global leadership, and we consider our diversity of experiences and perspectives to be a distinguished strength. Amref Health Africa in the USA is the US office of Amref Health Africa. Its primary responsibilities are to raise awareness and funds to support Amref Health Africa's work. We currently have a staff of eight and an annual budget of more than \$24 million.

POSITION OVERVIEW

As a key member of the Senior Management Team, the Director, Finance will report to the Chief Executive Officer and assume a strategic role in the overall financial management of the organization. The Director, Finance will have primary day-to-day responsibility for financial planning, implementing, and managing, and all financial-related activities of the organization. This will include direct responsibility for accounting, audit, finance, banking relationships. The Director, Finance is responsible for compliance requirements.

Financial Management

- Supervise all accounting, banking, and IT systems in a small but growing organization, with an operating budget of \$11 million and 8 employees: and a grants budget of \$9 million. The Director of Finance will report to the Chief Executive Officer.
- Ensure that both the accounting system (Fund EZ) and all supporting records are kept in a thorough, accurate, accessible, and legally compliant manner.
- Ensure that Raiser's Edge, FEZ and intercompany accounts are reconciled.
- Prepare annual budgets and monthly financial reports for Amref Health Africa's SMT and Board of Directors.
- Work with the organization's accounting firm to ensure that it has all the information it needs to conduct an annual audit and prepare financial statements and tax returns.
- Maintain and update accounting and data entry policies and procedures.
- Prepare final reports and ensure that grants are properly closed out by donor agencies. Amref USA currently has one US government grant and eight private grants.
- Review and prepare project budgets for submission to private funders and US government.
- Provide financial information needed for various state and federal registrations, and handle other administrative tasks related to grants.

Financial Management (continued)

- Contribute to short and long-term organizational planning and strategy as a member of the senior management team (SMT).
- Collaborate regularly with other key departments and regions to align activities and key priorities, providing financial leadership, guidance and support that will help them to implement the organization's vision and ensure greater accountability.

Administration

- Prepare bi-weekly payroll and taxes.
- Handle various other administrative matters that arise in a small organization.

Qualifications

- 7+ years of progressively responsible experience managing finance, accounting in a non-profit setting.
- 3+ years of private and US government grant accounting, fund accounting.
- 3+ years managing a finance unit.
- BS in Accounting and Finance; CPA/CMA and or MBA a plus.
- Knowledge of FundEZ accounting software and Raisers' Edge a plus, expertise in MS Excel and MS Word.
- Excellent communication skills, including the ability to present financial information effectively to board, non-financial staff.

Compensation and Benefits

This position is full time (40hrs per week) and is exempt. The position will be remote, with preference for candidates who are in or could be in the New York tri-state area. Annual starting salary is competitive depending on experience and includes a strong benefits package, retirement plan, HSA account and competitive PTO package.

TO APPLY

Candidates may submit their cover letter and resume in PDF, outlining their interest and qualifications to careers@amrefusa.org, using the subject line "Director, Finance Application". No calls please!