

# Dalberg Catalyst

## Position: Manager of Finance and Accounting

To apply, email a CV and a one-page cover letter to [infocatalyst@dalberg.com](mailto:infocatalyst@dalberg.com)

Deadline: Friday, 27 May 2022

### Organization

Dalberg Catalyst is a small and growing U.S.-based nonprofit organization whose mission is to bring to life multi-stakeholder initiatives that address some of the world's most pressing problems. Dalberg Catalyst takes on the root causes of global systemic challenges, striving to deliver inclusive solutions for people and the planet. The team proactively and co-creatively shapes, designs and delivers solutions from start to finish. The organization is virtual, with employees in four countries.

For more information, please visit [www.dalbergcatalyst.org](http://www.dalbergcatalyst.org).

### Position

The Manager of Finance and Accounting has day-to-day responsibility for finance, accounting, budgeting, grants management, payroll, and administration. S/he reports directly to the Chief Executive Officer (CEO).

This is a tremendous opportunity for a roll-up-your sleeves finance and operations professional to maximize and strengthen the internal capacity of a fast-growing, high-impact organization. Position is remote (work from home), and could be part-time for the right candidate.

### Responsibilities

#### *Financial Management*

- Manage and administer all aspects of accounting including maintenance of accounting system (currently QuickBooks); oversee part-time outside bookkeeper.
- Create, analyze, and present financial reports in an accurate and timely manner. Oversee all financial, project/program and grants accounting including compliance record keeping.
- Work closely with program staff on the development of grant and project budgets and donor financial reports.

- Manage and coordinate the annual audit and 990 processes; liaise with external auditors.
- Manage annual budgeting process, in conjunction with the CEO.
- Ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support programmatic and operational requirements.
- Monitor bank accounts; manage organizational cash flow and forecasting.
- Manage and administer the organization's payment process.
- Maintain all finance and accounting policies and procedures.

### *Administration*

- Manage and administer payroll.
- Manage insurance coverage.
- Liaise with IT support provider.
- Work closely and transparently with all external partners including third-party vendors and consultants.

### **Qualifications**

- BS in Accounting or Finance. CPA preferred.
- The ideal candidate has 7-10 years of experience providing high quality finance, accounting, payroll, and administrative support to U.S.-based 501(c)(3) nonprofit with international operations.
- A track record in grants management and administration.
- Knowledge of accounting and reporting software. Experience selecting and overseeing software installations a plus.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A self-starter, with a hands-on approach to getting things done in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of Dalberg Catalyst.