

The Organization

ACT is a non-profit organization working in partnership with Indigenous people of the Amazon to protect their health, culture and biodiversity. With headquarters in Arlington, VA, ACT implements projects from 7 offices in the U.S., Brazil, Colombia and Suriname. ACT headquarters is a small, friendly, casual environment just a few steps away from subway and bus stops.

Summary of The Position

ACT is seeks a Director of Finance, at its Arlington, VA headquarters. The Director of Finance (DOF) is a member of the senior management team and reports to the Executive Director (ED). The DOF directs the financial activities of the organization.

Primary Areas of Responsibility

- Direct daily finance operations: cash and budget management, forecasts, accounts payable and receivable, allocations, payroll, bank reconciliations, General Ledger and Balance Sheet entries.
- Prepare monthly, quarterly, annual and interim financial reports for senior management, the Board of Directors, and funders as required, including annual budget.
- Oversee financial management and reporting of USAID grants, ensuring compliance with all Federal Rules and Regulations.
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- Oversee annual audit and work closely with the external auditors to identify and develop needed improvements to financial policies, systems and procedures .
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- Manage finance support staff to ensure accurate external reporting requirements and the smooth operation of the organization's financial systems.
- Liaise with the Program Directors and their Financial Managers to ensure accurate financial representation of the in-country corporations, and compliance with local GAAP.
- Ensure that Financial Managers in the field comply with the country and organization policies and procedures for financial management and they accurately report and maintain financial information.
- Work with the Development Department and field offices in creating and reviewing all grant proposal budgets.
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- Any other duties as agreed with the ED & President.

Qualifications

- Degree in accounting/business administration, CPA and/or MBA (preferably in finance or accounting).

- 10+ years financial management experience working in a nonprofit organization, preferably dealing with international development.
- Strong computer skills, particularly in **Quickbooks** and Microsoft Office and excellent skills in computerized financial report programming and presentation.
- Experience with the negotiation and administration of government grants, contracts and sub awards preferred.
- Prior supervisory experience.
- Ability to streamline/install financial processes that will enhance overall operations and effectiveness of the organization.
- Detail-oriented self-starter with excellent organizational skills.
- Strong interpersonal and communication skills, both oral and written.
- Willingness to travel
- Language requirements: Working knowledge of Spanish and or Portuguese preferred.

Salary level:

In the \$60s, commensurate with experience.