



Finance Manager

Seed Global Health is a 501(c)3 non-profit entity with a mission to recruit and support health professionals to serve as medical and nursing educators in resource-poor settings. Seed's goal is to demonstrate that sustained investment in health workforce capacity building will result in more equitable health care delivery in low resource settings. Two of Seed Global Health's current main functions are to serve as a coordinating center that provides technical and advisory support to the Peace Corps (PC)'s program, the Global Health Service Partnership (GHSP), and to raise and disburse loan repayment support to eligible GHSP volunteers.

The **Finance Manager** will be a hands-on, participative team member and will play a leading role in the supporting Seed's activities, including: accounting, budgeting, reporting, and our loan repayment program. The Finance Manager will report directly to the Director of Operations and interface with the senior leadership team. This is a tremendous opportunity for a finance leader to strengthen the operational capacity of a high-impact organization.

Responsibilities will include but are not limited to:

- Responsible for day to day financial transaction activity for the organization / programs / grants, including ensuring adherence organizational and donor policies.
- Review and process monthly payroll and quarterly stipends.
- Manage all transactional and analytic aspects of Seed's monthly financial processes. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate the annual audit process and assess any changes necessary.
- Participate in annual budgeting and planning process in conjunction with the Director of Operations, CEO and other senior staff; administer all financial plans and budgets; monitor progress and changes.
- Manage organizational cash flow and forecasting in collaboration with the Director of Operations.
- Manage the loan repayment and hardship program including criteria, process, award and denial.
- Implement the dissemination and collection of debt repayment and hardship applications from eligible Seed volunteers.
- Disperse debt repayment funds in scheduled payments in timely manner.
- Liaise with senior leadership about and oversee award of hardship support to eligible volunteers.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

Candidate must be self-driven and aspire to the highest standards of excellence. Necessary skills include:

- Minimum of a B.A., ideally with an MBA/CPA or related degree.
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience in a non-profit setting.

- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and preferably has a track record in grants management.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Excellent interpersonal communication and writing skills in person, via the telephone and with electronic communications.
- Ability to work well both independently and as part of a multidisciplinary team.
- Exceptional organizational and time management skills and a track record in setting priorities; ability to organize time and priorities effectively, asking for direction when appropriate.
- Flexibility and proven ability to handle multiple tasks and deadline pressures.
- Ability to deliver polished, professional outputs of outstanding quality on time and with minimal supervision.
- Excellent computer skills, including strong command of the Microsoft Office suite.
- Highly proficient in use of Quickbooks and MS Access.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of Seed Global Health.

SUPERVISORY RESPONSIBILITY:

- As needed by Seed

FISCAL RESPONSIBILITY:

- Annual budget of \$6M, with revenue from government contracts, corporations, donors and research funds.

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable):

- N/A

WORKING CONDITIONS:

- Will be provided with computer and other equipment/supplies necessary to perform outlined duties. Travel required to attend off-campus meetings and/or conferences and to support international collaborations.

Inquiries and resumes submissions: jobs@seedglobalhealth.org