



## **CORE Group**

### **Director of Finance and Administration**

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 250 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health. Learn more here: [www.coregroup.org](http://www.coregroup.org).

The CORE Group is currently recruiting for the position of **Director of Finance and Administration**.

**Salary: \$115,000 – \$125,000/annually with full benefits**

#### **Duties and Responsibilities**

The Director of Finance and Administration will manage all financial and administrative services for the CORE Group and will provide strategic business guidance to further develop CORE as a financially sound organization.

The Finance and Administration Director will provide strategic business planning, supervise/conduct all financial operations, and manage the administrative portfolio for CORE. General responsibilities will include, but not be limited to the following:

1. Ensure financial integrity and accountability and maintain internal controls. Supervise Operations and Accounts Manager, Accountant, and ensure that transactions and financial decisions adhere to CORE Group's Financial Manual and meet US Agency for International Development (USAID) guidelines, specifically OMB Super Circular. Meet other donor requirements. Knowledge of USAID and private foundation guidelines a requirement.
2. Generate timely monthly, quarterly, yearly and project specific financial reports in compliance with Generally Accepted Accounting Principles ("GAAP").
3. Oversee audit activities and ensure compliance with government and all donor regulations. Work with auditors to ensure timely issuance of 2 CFR 200 audit and 990 report.

4. Coordinate with the CORE Group staff to create and manage CORE's yearly organizational budget. Develop budgets for proposals and long-term financial strategic scenarios.
5. Manage various types of agreements (cooperative agreements, grants, sub-grants, sub-contracts, personal services agreements, rental agreements, memos of understanding, etc.) and solicit legal advice when needed to ensure compliance with applicable government rules and regulations.
6. Provide guidance to Executive Director, Sr. Director of Programs, and Board of Directors on strategic business directions by conducting financial planning and analysis, developing scenarios to inform decision making, and advising on key directions and options for development.
7. Must be capable of leading organizational change, providing staff with guidance on fiscal matters and financial procedures related to their work.
8. Provide the analytical thinking to qualify ideas as being good and appropriate.
9. Maintain in-depth relations with all members of the management team through demonstrated business judgment combined with an ability to effectively influence others.
10. Participate in corporate policy development as a member of the senior management team.
11. Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans, forecasts, and projections.
12. Represent the company to financial partners, including donors, auditors, public officials, bank, etc.
13. Develop and utilize forward-looking, predictive models and activity based financial analysis to provide insight into the organization's operations and business plans including cash requirements.
14. Develop cost recovery methods to further the organizational financial goals.
15. Experience in financial policy and procedures development to lead updates of organizational Finance Manual.
16. Ensure maintenance of appropriate internal controls, financial systems and financial procedures.
17. Understand and mitigate key elements of the company's risk profile and analysis of investment policy.
18. Oversee Human Resources function in conjunction with the Executive Director.
19. Work with the Operations and Accounts Manager on facilities, inventory, IT systems and other administrative functions.
20. Work closely with the Executive Director in developing new business budgets and cost recovery mechanisms.
21. Perform other tasks as requested by Executive Director.

### **Knowledge, Skills and Abilities**

- Bachelor's degree required, **MBA and/or CPA desired**. Twelve years experience in finance and business development with supervisory experience.
- Experience with US Government grant, sub-grant and accounting procedures in the non-profit sector required. Experience with foundations, non-US donors desired. Broad general business background required. Knowledge of GAAP necessary.
- Strong understanding of NICRA including negotiation with USAID and donors, monitoring systems to effectively manage NICRA. Knowledge and ability to design and develop accounting systems and procedures;

- Strong knowledge in financial modeling, forecasting, and advanced Excel usage, as well as on-line invoicing and management systems;
- Experience with audits necessary.
- Experience managing an accounting system and invoicing system, preferably SAGE Intact.
- Excellent analytical and abstract reasoning skills, plus excellent organizational skills;
- Sensitivity to other's point of view in order to influence behavior, change an opinion, or turn a situation around; Cultural competency required.
- Experience in managing people required.
- Ability to run effective meetings and facilitate group discussions; to lead decision-making processes; Experience presenting to Board of Directors.
- Must have in-depth knowledge of Sage Intact and experience with accounting system conversions and implementation processes.
- Strong English writing and speaking skills required. Proven ability to communicate effectively and to work well in a team environment.

Candidates in the Washington DC, Maryland and Virginia areas preferred.

This position has been designated as sensitive and will require a Criminal Background Check.

We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

CORE Group operates with a hybrid work environment, with 2 days in the physical office and other days remote from home.

### **Contact Information**

To apply, send a resume and cover letter explaining your interest in the position to:

[jobs@coregroup.org](mailto:jobs@coregroup.org) Use "*DirectorFinance\_Last Name*" as the subject line – no phone calls please. Only potential interviewees will be contacted

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