



# INTEGRATE HEALTH

## **Finance Manager Job Description**

*Location: NYC preferred, other major US city may be considered*

### **The role**

Are you a CPA with nonprofit experience? Do you have a mastery of QuickBooks? Are you fluent in French? If so, you may be our next Finance Manager and play an important role in growing a high-impact social justice organization. Reporting to the Chief Operating Officer and working closely with senior staff in the US and Togo, you will have the opportunity to build the systems necessary to ensure high quality financial management to support Integrate Health's growing operations.

Your technical expertise, high level of attention to detail and clear communication skills will be critical to supporting the development of strong financial systems that ultimately enable Integrate Health to expand access to high quality healthcare.

### **About Integrate Health**

Integrate Health (IH) is a small and rapidly growing global health organization working to serve poor communities in West Africa and New York. We believe that access to health care is a human right and we are committed to making this a reality in the countries in which we work. We have developed a primary healthcare approach that works, leveraging community health workers and improved care in public sector clinics to deliver better health outcomes and strengthen national healthcare systems. Having demonstrated our approach in a catchment area that serves 80,000 people, we are scaling our model to cover 240,000 people by 2021 and are supporting the Government of Togo in its efforts to achieve universal health coverage. For more information on Integrate Health, please visit [www.integratehealth.org](http://www.integratehealth.org).

### **Responsibilities**

Accounting and Reporting (.5 FTE)

1. Maintain financial records and prepare accurate monthly financial statements combining US and Togo operations in a timely and efficient manner
2. Consolidate global results and provide support for quarterly and annual reports
3. Maintain, manage, and improve internal controls
4. Provide support for the preparation and filing of organization's tax returns and other filings
5. Oversee annual financial audits in US and Togo

Grants Management (.25 FTE)

6. Prepare grant budgets and subsequent expense reports in collaboration with the

Development team

7. Understand and ensure adherence to prescribed donor policies and regulations across the US and Togo

Financial Management (.25 FTE)

8. Support all other finance operations including accounts payable, payroll, tax, treasury, and contract management
9. Liaise with and oversee operations performed by PEO
10. Keep Finance and HR manuals up to date
11. Prepare annual and quarterly budgets, monthly cash flow forecasts, and other financial analyses as requested
12. Prepare financial reports and provide information to management, HR, and legal as requested
13. Work closely with Togo-based finance team in a coaching role to increase team financial and accounting capacity

Desired Skills and Experience

- Bachelor's degree (Accounting or Finance preferred)
- At least 4 years relevant experience in accounting and financial management
- Experience with grant budgets, reporting and accounting
- Proficiency with Quickbooks Online
- Experience in nonprofit accounting preferred
- Fluent in English required, fluent in French preferred
- Must be extremely detailed oriented, organized and efficient
- Must be interested in working in an interdisciplinary team, and possess excellent communication skills, especially email and written communication
- Must be committed to social justice and to the fundamental rights of the poor

Success Profile

IH values include efficacy, empowerment, commitment, transparency and respect. IH expects that the Finance Manager will model and embody these values. Success in this position would take the form of effective management of all financial procedures and timely production of accurate reports for the organization. The Finance Manager is expected to play a large role in the maintenance and advancement of strong financial procedures that will support IH's growth over the coming years. While this is a new position for IH, the Finance Manager will be afforded a high level of responsibility. S/he will receive the necessary training and onboarding to understand the responsibilities being demanded. IH commits to providing a fair compensation package, support for travel as necessary, and opportunities for professional development. The Chief Operating Officer, who will supervise this position, commits to being a supportive supervisor, listening to challenges, helping to brainstorm solutions, and providing assistance in any way possible.

### **To Apply**

Please submit a resume and cover letter to [info@integratehealth.org](mailto:info@integratehealth.org) with Finance Manager Application in the subject line. Only shortlisted candidates will be contacted. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.

### **EEO Statement**

We are an equal opportunity employer and value diversity at Integrate Health. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.