

## **JOB DESCRIPTION**

**Job Title:** Program Finance Manager  
**FLSA Status:** Exempt  
**Work Schedule:** Full-Time  
**Date Revised:** March 8, 2017

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**Position Summary:** Responsible for managing the overall program budget and monitoring and supporting finances and processes for global initiatives, field programs and partners. This includes overseeing the financial management, compliance and reporting of donor funded programs. The Program Finance Manager will be able to assess and improve program accounting systems, tools and procedures to increase accountability, efficiency and support of ALM's partners abroad.

**Reporting Relationships:** Employee reports to the Vice President of Finance.

**Other Key Relationships:**

External: Grantors, partners and Auditors

Internal: VP of Finance, VP of Program, Director of Program Development, Regional Directors

**Responsibilities:** To perform the job successfully, the employee should achieve or maintain acceptable productivity levels, quality levels and/or outcomes in the areas listed below.

- Budgeting, reporting and compliance for program department and donor awards.
- Ensuring all field financial activities are managed and administered according to ALM and donor regulations and policies.
- Striving for operational excellence that enables ALM to continue to grow, evaluate, develop and implement operational best practices in areas including budgeting, financial reporting and compliance, and training.
- Building constructive and effective relationships with team members and field teams.
- Responsible for oversight of the AIM Initiative finances – including budgeting, financial reporting and compliance, and training.
- Foster a high-performance culture and supportive team culture
- Adhere to the Statement of Faith of the Evangelical Council for Financial Accountability (ECFA) as set forth in the Employee Guidebook
- Comply with all ALM policies and procedures

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## **Essential Job Functions:**

### **Financial Management and Planning:**

- Manage the program department budget, including the management of agency and grant income and wire transfer schedules to optimize cash flow.
- Communicate income and wire transfer schedules to partners and necessary ALM staff and update income and expense projections.
- Work closely with Accounting Manager to ensure the timely release of project funds.
- Work directly with ALM program staff, projects and agencies on budget-related queries.
- Coordinate and work with Program team and Regional Directors to plan annual budgets for all international programs

### **Financial Capacity Building:**

- Assists with financial capacity building to support partner organizations – focusing on accounting, financial reporting, and compliance with ALM procedures and donor regulations.

### **Award Administration:**

- Ensure that effective financial grant management systems are in place and partners are adequately equipped to follow institutional donor guidelines and manage donor expectations.
- Support the design, implementation, management and monitoring of award and sub-award budgets.

### **Financial Reporting & Compliance:**

- Responsible for tracking key monthly field office reporting indicators as well as the review and analysis of field office income statements and balance sheets.
- Analyze and monitor monthly project spending performance for accuracy and compliance with ALM and donor policies.
- Responsible for proper recording of award and account numbers and availability of project funds.
- Leads the development, implementation, and monitoring of effective tools, systems, policies and procedures that ensure consistent financial compliance, including the arrangement of internal and external audits.
- Prepares donor required invoices and financial reports in accordance with award terms and conditions.
- Retrieve and complete information for quarterly, semi-annual and annual financial reports.
- Responsible for maintaining all program project files and communicating with auditors.
- Performs other duties as assigned.

**Competencies:** To perform the job successfully, the employee should possess the following knowledge, skills, abilities and behaviors:

- **Initiative** – Without prompting, takes proactive steps to manage and/or improve all work tasks and operations. Is innovative, responsible and insightful.
- **Adaptability** – Demonstrates ability to adjust to and thrive in a dynamic, strategic and results driven organization. Is teachable, receptive and pliable.
- **Flexibility** – Demonstrates openness and patience to work with partner organizations and field teams in a fluid context where needs and demands may change often and with short notice.
- **Teamwork** – Works cooperatively with co-workers, donors, end recipients, vendors, volunteers and others to achieve the organization’s mission, values and goals, showing favor, grace, compassion, cooperation, mercy and acceptance.
- **Accuracy** – Demonstrates precision and correctness in work. Has the ability and desire to produce accurate work that is free of errors on a consistent basis.
- **Analytical** - Synthesizes complex or diverse information.
- **Data Management** – Collects all appropriate data and manages that data in an effective and confidential manner.
- **Judgment** – Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning and Organizing/Time Management** – Plans and prioritizes work activities, uses time efficiently and develops realistic action plans; establishes and adheres to deadlines; collects, analyzes and uses data to manage effectively and efficiently.
- **Problem Solving** – Identifies and resolves problems in a timely manner using good judgment; gathers and analyzes information skillfully.

**Required Minimum Education, Experience and Skills:**

- Bachelor’s degree in accounting, finance or related field required.
- 5 years of professional experience in international development accounting or equivalent combination of education (Master’s degree) and relevant experience.
- Minimum of 3 years experience with the technical and operational requirements of government funding agencies (e.g. USAID, USDA, Department of State, etc).
- Experience in applying U.S. Government regulations like FAR 22 CFR 226/228 and OMB A-122 and A-133 to grants.

- Proficient in the use of Microsoft Office products, especially Excel and Outlook.
- Accounting software user experience required.
- Thorough knowledge of and experience with standard federal grants, contracts and cooperative agreement terms and their application to the billing process.
- Excellent communications skills (oral and written), including editing and proofreading.
- Ability to travel internationally to developing countries up to 15% of the time.
- Ability and willingness to share the Christian faith through word and deed.

**Preferred Education, Experience and Skills:**

- CPA qualification or Master’s degree in accounting, business administration or a related field.
- Experience with review of the sub monitoring documents for sub grantees, such as monitoring plan, risk assessments, audit reports, and so on.
- Demonstrated success in working independently, taking initiative, setting priorities and seeing projects through to completion.

**Job Description Acknowledgement and Acceptance:**

*This Job Description is not intended, and should not be construed, to be an exhaustive list of all Job Functions, Accountabilities, Competencies, Skills and Work Environment/Conditions associated with this job. It is meant to be an accurate reflection of principal job elements useful for recruiting and selecting employees, assigning work and evaluating performance. Additional responsibilities may be assigned and management retains the right to change this Job Description at any time. Acceptance of this Job Description does not constitute an employment agreement or contract. American Leprosy Missions is an at-will employer and reserves the right to terminate employment for any reason or no reason, with or without notice to the employee.*

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Employee Signature

Date: \_\_\_\_\_

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Supervisor Signature

Date: \_\_\_\_\_