

Helen Keller JOB ANNOUNCEMENT

Program Finance Manager, US Programs

*New York, NY preferred;
other US locations where Helen Keller has a presence will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Program Finance Manager to join a dynamic US Program Team and manage the finances of a national program portfolio funded by multiple private funders and government contracts.

Working closely with the implementation teams, the Program Finance Manager is responsible for the preparation and review of state budgets and the consolidated national program budget, preparation of budget narratives, invoices and other financial reports, thorough tracking and analysis of program expenditures, management of cash-flow, and facilitating compliance with Helen Keller and donor policies through a combination of staff training and coordination with our Grants & Contracts unit.

Functional Relationships

Reporting to the Director, US Programs, the Program Finance Manager serves as an internal financial liaison to global management and program staff, and as an external liaison with donors. To ensure congruity and consistency of financial policies and procedures, the Program Finance Manager will be a member of both the US Program team and the Finance department.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Specific Responsibilities

Engage in a collaborative effort with program managers to ensure high-quality financial planning, management, reporting and auditing of all programs, including thorough budget preparation and oversight.

- Support relationships with donors and serve as national team liaison to state programs as it relates to the financial management of the assigned portfolio.
- Directly supervise finance support staff in accordance with the organization's policies and applicable laws.
- Assist state programs with the preparation of proposal budgets, annual program budgets, and budget modifications (if needed). Ensure all budgets cover the personnel and operating costs, reflect the narrative and are reviewed for accuracy and compliance with donor regulations.
- Prepare budget narratives for proposal budgets and annual project budgets.
- Prepare invoices, accruals, forecasts and other financial deliverables.

- Thoroughly track and report project expenses, burn rates, and cash received from the donor on a monthly basis. Notify the accounting team about any incorrect expenses/charges and follow up on any necessary reclassifications.
- Share financial data with Program Managers and collaborate with them to establish key performance indicators.
- Comply with organization policies and procedures.
- Collect, track, and monitor timesheets for compliance. Verify that they have been prepared in accordance with Helen Keller's time and effort reporting policy and procedures. Assure that cost allocations are properly coded.
- Ensure budgets and other financial information are correctly represented in financial and project management systems. Maintain electronic files for each state program.
- Assist state offices in responding to audit requests from donors, developing financial management tools, and managing close-out processes.
- Maintain strong financial controls to guarantee compliance with Helen Keller and donor regulations.
- Conduct field visits to the state programs in order to assess financial management of the US projects and to build staff capacity.
- In conjunction with Helen Keller's Grants & Contracts unit, review all grant agreements, contracts, and modifications for the US programs, review procurement request, and facilitate processes such that grant risk assessment receives consistent attention and direct support.
- Oversee program inventory and ensure inventory is reconciled to financial records.
- Model collaboration with your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance.

Required Competencies

- Demonstrated proficiency with accounting, spreadsheet software and Microsoft; high-level Excel skills a must.
- Demonstrated ability to formulate, review and analyse, manage, and report on budgets and financial data.
- Interest in public health programs as well as the synergy between the programmatic, operational, and financial components of public health initiatives.
- Oral and written proficiency in English. Ability to write clear, well organized business documents.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information.
- Ability to communicate effectively across functions: asking for information in a way that is very clear and specific and interacting with internal and external colleagues.
- Collaborative, flexible and solution-oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Personal commitment to Helen Keller's mission and goals and the values embodied by Helen Keller Intl's co-founder, Helen Keller: compassion, grit, rigor, and optimism.
- Ability and willingness to flex schedule to accommodate availability of colleagues in other time zones.

Qualifications

- Bachelor or Masters' Degree in public administration, finance, accounting, or related field with at least 6- 8 years of related prior work experience with grant funded projects; or equivalent combination of education and experience.
- US work authorized.

Notes

- Helen Keller requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- NY-based team members work a hybrid schedule with two days per week in the NYC office.

Compensation

- The midpoint of the salary range for this position is \$91,000 with a minimum of \$72,800 and a maximum of \$109,200. Actual base salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and business specialty.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org

Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake,
Helen Keller is dedicated to building an inclusive workforce
where diversity in all its forms is fully valued.**

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.