

Helen Keller JOB ANNOUNCEMENT

Deputy Controller

New York, NY preferred;

other locations in the US, or countries 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.

We are seeking a Deputy Controller to serve as the chief accountant of Helen Keller, ensuring appropriate accounting practices and internal controls are maintained which verify the integrity of all systems, processes, and data; that all financial data is captured and recorded in an accurate, timely manner in compliance with Generally Accepted Accounting Principles; and that consolidated Financial Statements are accurately represented.

Functional Relationships

Reporting to the Vice President, Finance & Accounting, the Deputy Controller will be a leader of the Finance & Accounting unit of Helen Keller's Finance department. The position will supervise a team of professional level staff and assistants who provide support to our country offices and works closely with colleagues at all levels of Helen Keller's global management structure, especially subject matter experts in budget and finance, business development, finance systems, grants compliance and program finance. S/he may be called upon to participate in global working groups or steering committees.

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.

Scope of the Position

The Deputy Controller oversees the daily finance and accounting functions for the global organization including accounts payable, general ledger, cash management, annual audit, payroll and financial reporting.

As a unit leader, and a member of senior management, the position contributes to setting strategy for the unit and developing relevant policies and procedures.

Key Responsibilities

Overall Management and Leadership

- As senior manager, participate in planning and direction setting for the department, lending your unique perspective and expertise to the process.
- Model collaboration for 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.
- Become familiar with finance and other systems in the organization and optimize utilization to achieve efficiencies.

- Review and assess status of organizational policies, procedures and workflows, identify gaps or outdated policies and prioritize improvements.
- Keep abreast of changes in laws and regulations of local authorities (e.g., consortium of non-governmental organizations, Tax Department) and constituents that impact Helen Keller's operations.
- Build a highly effective Accounting team, recruiting, supervising, mentoring, and evaluating staff, and engaging in frequent performance conversations with team members.
- Delegate authority, consult with, and guide staff to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
- Make proposals for best practices in financial operations. Participate in international work groups assigned to develop global policies and/or optimize systems and procedures.
- Collaborate with Director, Learning & Development to develop new materials, as needed, and co-facilitate trainings.

Accounting & Finance

- Manage the daily finance functions of accounts payable, General Ledger, payroll, and cash management.
- Monitor & optimize effective, efficient and ethical utilization of finance systems.
- Monitor, track, and document payment & bank process & access controls.
- Implement uniform payment cycles organization wide; ensure allowability, allocability & reasonableness of costs in compliance with Donor cost accounting standards.
- Implement financial policies and procedures organization-wide; make recommendations for improvements.
- Monitor segregation of duties & document process flows for all countries.
- Work closely with Internal Audit to strengthen policies and procedures.
- Supervise General ledger maintenance and account analysis for all countries on a monthly basis
- Manage bank accounts organization wide, monitor balances, ensure liquidity for operations, exchange rate fluctuations.
- Prepare Financial Statements and supervise internal management reporting.
- Monitor and track key cost components for compensation; fringe benefits; and fixed assets.
- Manage the organization-wide Independent Audit & Single Audit in accordance with 2 CFR 200
- Manage the annual organizational Finance & Accounting calendar to meet strategic plan objectives and management and donor requirements.
- Manage USAID and Other US Govt. Filings: 1099's, 990, Foreign Bank Account Reporting; and Negotiated Indirect Cost Agreement.

Required Qualifications/Competencies

- Solid GAAP and reporting skills coupled with strong analytical and budgetary experience, as well as a sound understanding of CFR, FAR and CAS regulations.
- Analytical and conceptual skills, as well as the curiosity and learning agility necessary to be successful in a growing organization with evolving financial and operating systems.
- Demonstrated high-level proficiency in the use of various financial related software (spreadsheets, accounting packages).
- Excellent interpersonal skills, including the ability to exercise diplomacy and tact as demonstrated in previous roles that required communication with a broad and diverse set of partners.
- A "partner-like" management style necessary to be effective in an organization of highly motivated staff with a diverse set of skills and perspectives.

- Excellent oral and written English, including the ability to clearly communicate complex financial, compliance and operational issues into layperson language. French language skills a strong plus
- Experience in providing financial training to Finance and non-Finance staff is highly desirable.
- Ability to work on multiple high priority projects at the same time.
- Collaborative, flexible and solution-oriented.
- Ability to work under pressure, maintain balance when under stress and meet strict internal and donor deadlines.
- 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.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zone.
- Ability to undertake international and field travel (approximately 10-15%).

Education and Experience

- **Education:** Bachelor's degree in Accounting, Finance, Economics or Business Administration with courses in accounting. MBA or Master's degree in related field; plus
- **Experience:** Minimum 10 years progressive finance/budgeting experience in non-profit sector, or equivalent combination of education and experience.
- CPA certification highly desirable.
- Experience working with USAID grants, preferably at an international non-profit.
- Experience in international development and public health programs as well as an understanding of the synergy between the programmatic, operational, and financial components in project design and implementation.

Compensation

The minimum of this salary range for this position is \$115,200, with a midpoint of \$144,000 and a maximum of \$172,800. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

To Apply

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

This is an internal recruitment. The deadline to apply is November 22, 2024.

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.