Finance Manager / Director – DKT International

Job Description

DKT International seeks a Senior Finance Manager to oversee and direct the finance and accounting of a large, complex, non-profit / social business with a $150 million annual budget. The position is part of the senior management team, is based in Washington, DC, and reports to the Executive Vice President.

Management responsibilities include:

- Direct, manage, and oversee all aspects of DKT's finance and accounting systems and functions to ensure effective reporting, control, and support to and of DKT's head office and country programs.
- Oversee daily accounting function, managing 5 direct reports and 20 indirect reports overseas.
- Lead annual consolidated audit by independent outside auditor. Assist as needed with audits conducted in field offices.
- Produce a wide range of reports, including monthly cash-based statements of organizational expenditure, grants reports, and HQ finances.
- Review monthly consolidation of field reports, including bank reconciliations.
- Maintain and oversee ongoing operation account cash flow statement.
- Maintain schedules of investment accounts and inter-company loan schedules and contracts.
- Design, document, and maintain accounting systems, policies, and procedures for DKT HQ, and provide guidance for same to the field offices.
- Consolidate financial reporting for various grants. Assist on budgeting for grant proposals.
- Work with DKT's internal auditor to ensure proper control and oversight of field operations.
- On daily basis, send wires, sign checks, approve correcting journal entrys, maintain Chart of Accounts and accounting system (SAP).
- Train newly hired field accounting staff on DKT systems and procedures and provide backstopping as needed.
- Administer organization's payroll and related administrative functions.
- Oversee provision of various insurance needs to DKT
- Administer the 403(b) plan.
- Maintain HR files and update employee manual as needed.

Qualifications:

- Accounting or finance degree, preferably a Master's degree in this field or a CPA.
- Experience in finance and/or accounting in either the business or non-profit sectors, preferably with exposure to international settings.
- Demonstrated ability to be pro-active and offer solutions to problems.
- Critical and analytical thinker who can leverage financial and other data for management decision-making.

- Ability to build and inspire teams.
- Understanding of intercompany finances.
- Understanding of foreign exchange issues.
- Exposure to SAP Business One accounting software or similar ERP solution.
- Experience with audit of non-profit organizations with various streams of funding. Knowledge to handle grants, contributions, sales revenue, inventories, fixed assets, and other accounts.

The candidate must share DKTs enthusiasm for providing and promoting contraceptives in developing countries and should enjoy and be comfortable with all aspects of family planning and reproductive health, including abortion.

This position requires a person who is accustomed to and enjoys working largely on his/her own with minimal supervision. Should have strong time management, organizational, and relationship-building skills. Candidates should be results oriented, success-driven, self-motivated, problem solving, comfortable with risk-taking, impatient with bureaucracy. A very strong sense of ethics, honesty, and integrity are assumed.

Company Description

Since 1989, the nonprofit social business DKT International has been promoting family planning and HIV/AIDS prevention through social marketing in the developing world. DKT operates programs in 18 countries and, in 2012, provided and sold over 600 million condoms, 76 million cycles of oral contraceptives, 16 million injectable contraceptives,1.5 million IUDs, over 16 million misoprostol pills, and 700,000 medical abortion (mifepristone/ misoprostol) packs. This served approximately 22 million couples, making DKT International one of the largest private providers of contraceptive products and services in the developing world.

DKT has been recognized as a nonprofit leader in the area of financial accountability and efficiency. In 2011, for the seventh consecutive year, DKT International was awarded a coveted 4 stars for financial efficiency by Charity Navigator.

Every year DKT's innovative programs are saving more lives and improving the health of families in Latin America, Africa, and Asia.

For more information, visit www.dktinternational.org or follow us on Twitter @dktchangeslives. Please submit your letter of interest, CV, and reference to info@dktinternational.org