



## **CDA Collaborative is Seeking a Finance Manager**

**How to Apply:** Interested persons should submit a résumé/CV with a two-page (maximum) cover letter outlining their specific experience and qualifications as it relates to the job description, why they are a strong candidate for this position.

Please send applications to: [personnel@cdacollaborative.org](mailto:personnel@cdacollaborative.org) by March 1<sup>st</sup> at 5:00pm.

### **Qualifications:**

- 5+ years of nonprofit financial management experience; demonstrated experience with budget preparation, analysis and financial reporting
- 5+ years of grants management experience, particularly in federal grants management
- 3+ years of human resources and benefits management experience
- Experience managing audits
- Strong organizational skills, meticulous attention to detail, confidentiality, ability to prioritize and meet multiple deadlines
- Ability to work both collaboratively and without direct supervision; efficiently manage tasks and time
- Strong communication and accountability skills, among colleagues and with clients and funding partners
- Strong desire to keep learning and improving skill sets
- Proficiency with Quickbooks, Excel, Google Drive and computer skills
- Bachelor's degree in Accounting, Finance or Business; MBA, CPA or CRA preferred but not required
- Authorized to work in the United States
- French language skills are a plus, but not required

### **Job Description**

CDA Collaborative is a small international non-profit organization, with a truly global platform. Our core team is headquartered in Cambridge, MA. We serve the wider field of humanitarian assistance, international development, and peacebuilding through strengthening the effectiveness and accountability of organizations, donors and corporations working in fragile and conflict-affected contexts. CDA is best known for the principle and practice of *Do No Harm*, a framework for analyzing the impacts of aid on conflict. Our reach is thus with people and communities, as well as through facilitating their perspectives to be at the center of policy and strategic level decisions in the wider humanitarian and international development field. More information at: [www.cdacollaborative.org](http://www.cdacollaborative.org)

CDA's Core Team is seeking a colleague to be our Finance Manager (50% FTE) for the overall management of financial systems and reporting; grants and contracts administration and compliance; and human resources. Although CDA is a small non-profit, we receive a wide variety of international and US federal grants and contracts.

The Finance Manager reports to the President/Chief Collaboration Officer and Board of Director's Finance Committee and has the following responsibilities:

- Develops, sustains and improves the organization's financial management system to ensure its effectiveness;
- Enhances, develops and implements financial, administrative and HR policies and procedures with sound finance / HR practices. Communicates and enforces updates to CDA staff and Board;
- Oversees and collaborates with Operations Manager and outside accounting firm to address a clear division of responsibilities and ensure timely and accurate record-keeping and reporting, and compliance with CDA Policies as well as funder guidelines;
- Works closely with the President and program staff to develop budgets and forecasts for the organization as whole, as well as for individual grants and contracts with government agencies, NGOs, corporations, private foundations, and other grantors;
- Provides strategic and analytical financial input and leadership on decision-making issues affecting the organization to the President and Board's Finance Committee;
- Issues payroll, approves expenditures, ensures correct coding and classification;
- With the Operations Manager, ensures month-end close, including salary, benefits, and overhead allocations, and bank account and credit card reconciliations;
- Issues project financial reports and invoices, monitors cash flow and A/R collections;
- Manages year-end close and liaises with auditors for preparation of audited financial statements, 990 and MA PC;
- Supervises and oversees CDA's spending in relation to grant awards and communicates the status of funding to CDA management and project leads or other staff who are designated to monitor spending activity; and
- Responsible for ensuring compliance with HR laws, 401(k) and benefits administration.

Successful candidates will be eager to work in a creative, collaborative environment dedicated to positive social change, bringing their excellent analytical skills to partner with program and operations colleagues, a global network of associates, and CDA's active Board of Directors.