



JOB DESCRIPTION CONTROLLER

Position type: Full time permanent

Employer: Fonkoze USA, Inc.

Location: Washington, DC

ORGANIZATIONAL SUMMARY:

Fonkoze is Haiti's largest microfinance institution serving more than 200,000 savings clients and 60,000 borrowers. Since 1994, Fonkoze has brought financial opportunity to Haiti's rural poor, primarily women, as they lift themselves and their families out of poverty. Fonkoze accompanies the women in their journey by providing mentoring, courses in literacy and business skills, and health related and other services.

Fonkoze USA was established in 1997 as a 501(c)3 non-profit corporation. Based in Washington, DC, Fonkoze USA raises funds, donated and borrowed, and facilitates technical assistance for our partner organizations located in Haiti, particularly Fondasyon Kole Zepòl (the Fonkoze Foundation) and Sèvis Finansye Fonkoze (Fonkoze Financial Services).

JOB DESCRIPTION:

The Controller is responsible for all accounting, budgeting, and financial management and reporting operations of Fonkoze USA. S/he will also oversee certain administrative and human resource functions of the organization in conjunction with a Professional Employment Organization (PEO) services provider. The ideal candidate will have a strong background in non-profit accounting, budgeting and financial management and exposure to human resources management. The Controller reports to the Fonkoze USA Executive Director and works closely with the Treasurer of the Board of Directors to provide regular financial reports and updates as requested and to develop long-term financial management strategies. The Controller closely coordinates with the accounting and finance staff of the partner organizations in Haiti.

The position is based in the vibrant Dupont Circle neighborhood of Washington, DC. The office environment is informal, and the team is passionate about improving the lives of the ultra-poor of Haiti. Occasional travel to Haiti and other locations within the United States is required.

TASKS AND RESPONSIBILITIES:

Accounting

- Maintain and update all of the accounting books and records of Fonkoze USA;
- Accurately and expediently manage accounts payable/accounts receivable, payroll, the loan portfolio to Fonkoze Financial Services and other financial transactions;
- Perform the monthly and annual closing of the books, reconciling all bank and other financial statements, and preparing financial statements and other reports for the Executive Director and the Finance and Audit Committees of the Board of Directors;

- Maintain records and accounts in compliance with non-profit generally accepted accounting principles and IRS requirements for exempt organizations;
- Coordinate and oversee the annual audit with independent outside auditors and the Audit Committee of the Board of Directors.

Budgeting

- Develop the annual operating and grant budgets of Fonkoze USA in close coordination with the Executive Director and other Fonkoze USA managers and the Finance and Development Committees of the Board of Directors;
- Continuously monitor actual results against the budget and provide an early warning to the Executive Director and Board of Directors if budget revisions are necessary.

Financial Management

- Prepare and update cash and financial projections needed to manage programming and finances;
- Track monthly fundraising expenditures against budget, prepare and distribute monthly fundraising achievements against goal;
- Assist with the maintenance and management of restricted funds and other specialized financial arrangements designed to create a positive impact in Haiti.

Reporting and Compliance:

- Monitor and maintain compliance with all federal, state, local and international reporting and compliance requirements including the IRS and US Treasury;
- Ensure the accurate and timely filing of various tax and reporting documents including Form 990 and FBAR FinCEN 114
- Respond as needed to notices and changes in laws and regulations impacting the operations of the organization.

Administration and Human Resources

- Take lead on facility maintenance and management issues including security and lease matters;
- Maintain necessary personnel files including Form I-9, hiring paperwork, and performance review documentation;
- Oversee the third party relationship with the organization's PEO service provider.

QUALIFICATIONS:

- A degree in accounting is essential along with experience working in non-profit accounting
- A CPA certification or MBA degree is helpful but not required depending upon years of experience working in a non-profit accounting environment;
- Experience in budgeting and financial management;
- Familiarity with Quickbooks and other accounting systems, advanced knowledge of Microsoft Office products particularly Excel. Basic knowledge of Raiser's Edge or other donor management system is also helpful;
- Experience managing an independent annual outside audit;

- A collaborative work style and ability to work in a culturally diverse setting;
- Ability to quickly shift focus and work on numerous projects, not all necessarily related to the primary role of Controller;
- Strong planning and organizational skills; effective time management;
- Excellent sense of responsibility and ethical character;
- Ability to maintain confidential information;
- Excellent communication skills, both oral and written;
- A genuine commitment to the mission of Fonkoze.

HOW TO APPLY

Qualified applicants are invited to email a cover letter, resume, and salary requirements to jobs@fonkoze.org with Controller as the subject line. Submissions without all three elements will not be considered. Please no phone calls, only shortlisted candidates will be contacted.

Fonkoze USA is proud to be an equal opportunity employer, and strongly encourages all qualified individuals to apply. We do not discriminate on the basis of race, color, religion, creed, sex, pregnancy, gender identity, sexual orientation, national origin, political affiliation, age disability status, marital status, parental status, military service, veteran status or any other personal characteristic protected in the District of Columbia.