



Finance Director Job Description

At GAIA, we believe that everyone deserves access to healthcare. However, for the vast majority of people living in Sub-Saharan Africa, having to walk for hours upon hours to reach healthcare facilities puts millions of lives at risk. This is especially true for the rural poor we work with in Malawi, who are more likely to suffer from preventable and treatable diseases like HIV, malaria, and tuberculosis. We have proven cost-effective solutions that bring healthcare within an hour's walk and actively build the capacity of the local healthcare workforce. At the foundation of our success is our reputation for Financial Integrity – both in the U.S. and Malawi -- ensuring that each dollar is well spent and accounted for.

GAIA is seeking a Finance Director to oversee all financial aspects of our operation. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected organization. The ideal candidate will be a seasoned finance professional and self-starter capable of both running a one-person Finance shop in the U.S. and providing extensive Capacity Building/Technical Assistance to the 4-person Finance Team in Malawi. (The latter role will be particularly important as the GAIA-Malawi team recently secured a multi-year, multi-million dollar award that will transition into a prime USAID grant in the next few years.) Based in San Rafael, CA, this role will report directly to the Executive Director and GAIA's Finance Committee (current and former Board Members), and work closely with our small but mighty team, both in the U.S. and Malawi, with annual opportunities for travel to the field.

Details on the specific responsibilities and minimum qualifications are provided on the next page. Before going there, however, ask yourself the following questions:

1. Do you thrive in an entrepreneurial environment where you are responsible for running an efficient finance operation and developing long-term financial goals and the strategies to reach them?
2. Do you have the ability to translate financial concepts to colleagues who do not necessarily have a finance background?
3. Are you a natural trainer with the communication skills and patience to effectively offer Technical Assistance and Capacity Building across cultures, for finance colleagues trained in systems different from our own?
4. Are you passionate about alleviating suffering and building lasting healthcare solutions in rural Africa?

If you've answered "yes" to each question, read on!

The Role

The Finance Director will work closely with the Executive Director in determining long-term financial goals and developing strategies to achieve the financial objectives of GAIA. The Finance Director will manage the organization's financial operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the senior management team on financial decisions. The Finance Director is responsible for monitoring and maintaining internal controls, while overseeing (and improving!) financial systems and related compliance requirements. This is an expanded role at GAIA, combining the day-to-day U.S.-based accounting responsibilities with key Capacity Building responsibilities for our growing Finance Team in Malawi. The position offers a competitive compensation package, commensurate with experience.

Job Responsibilities

Reporting to the Executive Director and the Finance Committee (consisting of current and former GAIA Board Members), the Finance Director will:

- Process the **day-to-day U.S. accounting transactions** including accounts payable, receivable, donations, payroll and maintenance of the general ledger
- Prepare, analyze and present cash basis, consolidated U.S. and Malawi **monthly** income statements and U.S. cash flow projections in an accurate and timely manner; clearly communicate monthly and annual financial reports to senior management and the Finance Committee
- Lead the **annual budgeting and planning process** in conjunction with the Executive Director, Development Director, and Program Director; administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports
- Manage organizational **cash flow and forecasting**
- Oversee **audit and tax functions**, prepare cash to accrual basis adjustments, coordinate activities with outside audit/accounting firms and review firms' performance
- Provide ongoing **Technical Assistance and Capacity Building** for Malawi Finance Staff, especially around the financial requirements and responsibilities of USAID awards and sub-awards
- Review and upgrade **finance/accounting systems**, including the transfer/translation of financial data between GAIA-U.S. and GAIA-Malawi
- Develop **Program and Grant Budgets** (in collaboration with Development and Program teams); Produce financial reports for foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts
- Remain up-to-date on **best practices** in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations

Qualifications

- Bachelor's degree in finance, accounting, or related field required; MBA/CPA preferred
- 5+ years relevant work experience as a senior accountant or equivalent; experience in nonprofit accounting required (e.g. revenue recognition, public support testing, 990 reporting)
- Experience in financial reporting on large, multi-faceted institutional grants required (USAID preferred)
- Experience providing cross-cultural Technical Assistance/Capacity Building strongly preferred (Africa experience a plus)
- Working knowledge of GAAP, audits, and other regulatory requirements in the financial field; ability to report on both cash and accrual basis accounting
- Expert computer skills, including Office, with advanced proficiency in Excel and QuickBooks (cloud-based preferred).
- Experience with accounting system design, selection and implementation
- Demonstrated success in a fast-paced environment
- The ability to work independently in an entrepreneurial environment
- Excellent organizational and interpersonal skills
- Superior written and verbal communications skills

It is not intended that the above listed qualifications reflect every job duty, responsibility, or task that the employee may be called upon to perform. The employee is expected to perform all job-related duties and tasks assigned by his/her supervising manager.

TO APPLY

Please send your resume and a cover letter to info@thegaia.org. Please ensure your cover letter explains your experience and background as it relates to this role, including the Capacity Building/Technical Assistance aspects. Thanks for your interest in GAIA! Note: Please do not contact GAIA to enquire as to the status of your application. Only shortlisted candidates will be contacted. Applications will be accepted on a rolling basis until the ideal candidate has been identified.