



## Controller

Location: Remote with 10% travel and 10% weekend/overnight

**We believe in a world in which every human life is valued, and health and human dignity are shared by all.**

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities.

**We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty.** We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods.

**We believe in people.**

We strive to live out our core values of **collaboration, love, excellence, accountability** and **respect** every day. We provide our employees with a competitive salary and benefits package, with meaningful work and opportunities to learn and grow. *We especially encourage all persons of diverse backgrounds to apply.*

### Overview

The Finance and Admin department is responsible for the provision of cross-cutting, client-focused services in the areas of accounting, budget, treasury, information technology, administration, risk management, and grants. These strategic, operational, knowledge and accountability-based services will add significant value to the successful fulfillment of CMMB's global strategy.

Create systems of accounting and control to ensure that the assets of the organization are safeguarded and meet the internal and external reporting needs of the organization. Lead and develop a high-performing team, including hiring, coaching, and mentoring.

### Responsibilities

#### Accounting Systems

- Ensure that the accounting systems provide Senior management with timely and accurate financial data.
- Ensure that the system meets all internal and external (Grantor, Municipalities, and Federal) reporting requirements and is in compliance with Generally Accepted Accounting Standards (GAAP) for audit purposes.

#### Staff and Department Administration

- Supervise the management of the General Accounting section of the finance department. Including General Accounting, accounts payable and accounts receivable and grants accounting. Daily monitoring of staff projects to ensure they are completed in a timely manner.

### Financial Reports

- Direct staff in preparation of reports used in the operations of the organization. These reports are prepared for External as well as Internal relationships and vary from consolidated reports to country performance.
- Examples of these reports include Quarterly Board of Trustee reports, Monthly management financials, Federal and other jurisdictional registration reports, such as the audited financial statements, as well as other ad hoc reports requested. Assist in the Preparation of the Federal Tax Return 990, Single Audit and form 5500 reporting.
- Guiding financial decisions by developing and monitoring policies and procedures.
- Evaluating and enhancing financial controls, Internally and externally.
- Analyzing and interpreting balance sheets, income statements, cash flow, and liabilities.
- Performing internal audits and financial risk assessments, as well as facilitating intervention strategies.
- Monitoring closing processes, billing, invoicing, expenses, reimbursements, and payroll administration.
- Coordinating and recording investments and maintaining fixed asset records.
- Documenting processes and ensuring compliance with financial management and accounting

### Grants Management

- Determining funding needs for grants as well as advising on proper accounting and reporting.
- Coordinating and engaging with grant writers and administrators on budgeting and reporting.
- Assist in managing timelines and deliverables as they relate to financial reporting.
- Preparing and monitoring budgets.
- Timely reporting internally and externally as defined.
- Responsible for all audits and statutory requirements concerning grants.

### Other Responsibilities

- Manage all bank reconciliations and work with Treasury on Banking relationships.
- Attend as needed: Quarterly BOT meetings of the Finance, Pension Investment, and Audit committees, and staff Revenue Budget Committee and Benefits Committee.
- Work with Human Resources on Employee Health and Benefit Plan renewals.
- Lead the external audit managing deliverables and assisting in any audit responses.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- This role also requires 10% of travel, 10% overnight and weekends.
- Note: These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

### Qualifications and Requirements

- Bachelor's degree in accounting, finance, or a similar field. CPA preferred but not required.
- At least 15 years' experience as a financial administrator, or similar.
- Advanced competency in financial management and accounting software.



- In-depth knowledge of accounting standards and industry regulations including grants accounts for non-profits
- Extensive experience in auditing and performance management.
- Superb organizational and time management abilities.
- Excellent leadership, communication, and collaboration skills
- Maintain professional and technical knowledge by attending continuing education courses.

### Behavioral Competencies

Demonstrate CMMB's core values in action:

- Collaboration: To work in partnership for locally sustainable solutions
- Love: To embrace and be compassionate towards all people
- Excellence: To deliver sustainable, quality, and impactful results
- Accountability: To hold ourselves and each other to high ethical standards and practices, that maintains the good name of CMMB around the world
- Respect: To act always with integrity, and to value and honor the dignity of all.

### Additional

- Integrity – personal and professional
- Leadership – must lead by example
- Ability to constantly manage multiple tasks simultaneously.
- Ability to change with a dynamic environment and manage stress of the change.
- Must be authorized to work in the United States.
- Comfortable working for a faith-based organization.

### **CMMB is committed to fair and equitable compensation practices**

The starting pay range for this role for candidates in New York is \$120,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, and specific work location. This range may be different in other locations.

### **EEO Statement**

*At CMMB, we embrace diversity and demonstrate compassion towards all people—it is one of our core values. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. CMMB is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CMMB strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, creed or religion, color, national origin, disability, predisposing genetic characteristics, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship, status as a victim of domestic violence, or any other protected classification under applicable federal, state, or local laws. This statement applies to all terms and conditions of employment. CMMB is committed to fostering an inclusive and accessible experience for all job seekers-- If reasonable accommodation is needed, you may contact us at [humanresources@cmmmb.org](mailto:humanresources@cmmmb.org).*



## How to apply

Visit our [careers page](#) for more information and [click here](#) to apply.