



## Manager, Financial Planning and Analysis & Enterprise Resource Planning

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.

Assist the Sr. Director of FP&A with the tools and systems to automate work, provide consistent tools and templates and integrate and use an ERP system as efficiently as possible.

### Responsibilities

#### Accounting Systems

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

#### Staff and Department Administration

- Manage the ERP system with adequate back up and continuous development and improvement

#### ERP Administration

- A successful candidate will have had some experience with large-scale SaaS platforms, as well as client service and IT operations experience. Ideally, they must be a problem solver, intellectually curious, detail & process oriented with accounting knowledge. While functioning as part of a cohesive team, this person



must also be able to work independently with internal end users to assist them with their functional and technical processing issues.

- This mission critical system manages all aspects of CMMB's financials, including general ledger, AR, AP, purchasing, contract billing, time & expense processing. This new position will have broad exposure to all facets of SaaS management. Working collaboratively with application specialists, operation staff and stakeholders, this candidate will support and optimize our new ERP platform, focusing on three key areas:
  - 1) *Platform Management*
    - From managing application & role security to learning/supporting cloud & application administration processes, this role will be critical in maintaining a secure and optimally functioning platform.
    - The candidate for this role will participate in routine application upgrades, working with IT and our functional teams to ensure a smooth upgrade experience.
  - 2) *Application Configuration & Troubleshooting*
    - From researching new features to conducting root cause analysis, this candidate will be responsible for application changes as well as triaging system incidents.
  - 3) *Custom Development*
    - There will be opportunities to use SQL skills for stored procedure/customization development. This is a growth role; with a mature and highly functioning team in place, we are looking for a candidate willing and open to learn from others.

#### Financial Management FP&A

- Analyzing financial and operational results to better understand company performance.
- Utilizing BI tools to delivery meaningful insights into business performance.
- Communicate to senior management the reasons behind the product/department performance and results.
- Provide detailed analysis and commentary on cost center results.
- Reviewing operations and recommending new productivity or cost saving initiatives
- Preparing business cases to support new investment, strategic and other business decisions.
- Reviewing existing processes and procedures to develop recommendations for improvement efforts.
- Evaluating previous budgets, expenditures to develop and implement future budgets.
- Communicating results and recommendations to senior management for improvements that will lead to cost reduction, revenue generation and streamlining operations.
- Provide insights to senior management around financial modelling, forecasts and performance management objectives.

#### Other

- 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

- Minimum of 10 years of relevant analytical experience.
- Ability to formulate application solutions and program logic from business requirements.
- At least 3 years working with SaaS/ERP systems or related experience.
- BA/BS in Computer Science, MIS or Finance related field is preferred.
- Familiarity with various ERP systems
- Knowledge of basic accounting principles
- Strong written, oral, and interpersonal communication skills
- Highly self-motivated and directed.
- At least 1-2 years working with MS SQL or similar query language.
- Significant analytical skillset, including the utilization of BI and reporting tools.
- Strong quantitative abilities
- Able to solve complex problems.
- Excellent communication skills with ability to build relationships.
- Strong influencing and interpersonal skills
- Advanced computer software skills, including writing macros in Excel and other accounting packages.

### 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 \$70,000. 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.