



Assistant Controller

Location: Primarily 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're ready to make it 100 more.

We believe change starts with her.

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're making an impact – [learn more](#).

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 a meaningful benefits package, with opportunities to learn and grow. We believe in strength through our diversity and encourage all people of diverse backgrounds to apply.

Overview

The Finance and Admin department is responsible for providing cross-cutting, client-focused services in 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.

The Assistant Controller plays a crucial role in maintaining accurate financial information and facilitating smooth financial operations to support the organization's mission. This position supports the Controller in all aspects of financial reporting and compliance, manages the accounts' payable function, reviews the accounting records of international affiliates and performs internal audit responsibilities, ensuring the integrity of financial records.

Responsibilities

General Accounting

- Support the international finance teams on monthly/ year-end closing and assist in the consolidation of financial statements to provide senior management with timely and accurate consolidated financial data.
- Perform general ledger accounting, including journal entries and reconciliations.
- Assist with cash management and banking activities.
- Record investments transactions and maintain fixed asset records.



Support and Review of International Affiliates' Accounting Records

- Ensure international affiliates comply with organizational financial policies and procedures.
- Provide guidance and training to international affiliates on accounting best practices.
- Review international affiliates' financial statements.
- Assist with the integration of financial data from international affiliates into the organization's financial system.

Internal Audit Responsibilities

- In conjunction with Controller, develop and implement audit plans and procedures.
- Assist with internal audits to assess the effectiveness of internal controls, accuracy of financial records, and efficiency of operations with key stakeholders in finance and compliance.
- Identify and report on any discrepancies, weaknesses, or areas for improvement in internal controls.
- Support financial risk assessments, as well as facilitate intervention strategies.
- Follow up on audit recommendations to ensure they are implemented and effective.

Monitoring and Recording Receipt and Use of Restricted Donations and Net Assets

- Track and monitor restricted donations, ensuring they are used in accordance with donor restrictions.
- Prepare reports on utilization of restricted donations.
- Maintain accurate records of net assets and ensure compliance with relevant regulations and organizational policies.

Grants Management

- Advising on proper grant accounting and reporting.
- Assist in managing timelines and deliverables as they relate to grants' financial reporting.
- Responsible for all audits and statutory requirements concerning grants.
- Oversees all financial, project/program and grants accounting; ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collating financial reporting materials for government, corporate, and foundation grants.

Accounts Payable Management:

- Oversee the accounts payable process, ensuring timely and accurate payment of invoices.
- Oversee vendor bills approval process and affiliates' grants/cash requests.
- Reconcile accounts payable sub-ledger to the general ledger.
- Maintain vendor-owners' relationships and manage communication regarding payment issues.

Staff Administration and Team Collaboration and Support:

- Daily monitoring of staff projects to ensure they are completed in a timely manner.
- Supervise, provide guidance and support to finance team members.
- Collaborate with other departments to provide financial insights and support for organizational initiatives.
- Participate in special projects and perform other duties as assigned by the Controller.



Financial Reporting

- Support US and international staff in preparing reports used in the operations of the organization. These reports are prepared for External and Internal relationships and vary from consolidated reports to country performance.
- These reports include quarterly Board of Trustees reports, monthly management financials, Federal and other jurisdictional registration reports, and other ad hoc reports.
- Assist in the Preparation of the Federal Tax Return 990, Single Audit and form 5500 reporting.

Other Responsibilities

- Manage all banks and investments accounts reconciliations.
- In conjunction with the Controller, work collaboratively with external auditors to manage and deliver the annual and country office audits.

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. CPA preferred but not required.
- Proven track record of leading teams with at least five years of supervisory or management experience.
- Management experience in accounting and financial reporting, preferably within a complex non-profit organization.
- In-depth knowledge of accounting standards and industry regulations including grants accounts for non-profits, especially such grants as USG grants.
- Experience with tracking and reporting on restricted donations and net assets is highly desirable.
- Experience working with international affiliates or in a multi-currency environment is a plus.
- Experience in auditing and performance management.
- Advanced competency in financial management and accounting software (preferable NetSuite) and proficient in Microsoft Office Suite (especially Excel).
- Strong attention to detail and accuracy.
- High level of integrity and ethical standards.
- Excellent leadership, communication, and collaboration skills.
- Ability to work independently and as part of a team.
- Ability to travel for work 10% of the time and work 10% overnights and weekends.
- 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.
- Must be vaccinated against COVID-19.
- Able to demonstrate CMMB's core values in action: Collaboration, Love, Excellence, Accountability, and Respect



How to apply

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

CMMB is committed to fair and equitable compensation practices.

The pay for this role starts at \$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 may be different in other locations due to differences in the cost of labor.

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 pcc@cmmmb.org.