

## **Finance Manager**

Inclusive Development Partners (IDP) is a unique, woman-owned small business that leverages unparalleled expertise in the field of disability rights to achieve policies, practices, and programs in corporate, governmental, and civil society sectors that ensure that international development and humanitarian aid and government services reach all members of society. Our work focuses on three key areas: 1) Policy and System Strengthening, 2) Research and Evaluation, and 3) Training and Technical Capacity.

IDP is currently accepting applications for the position of Finance Manager to support our work and general operations. The position will be based remotely, as IDP operates from home-based offices located throughout the United States. Applicants must be legally authorized to work in the United States to be considered for this role.

### **Responsibilities:**

- Lead all project finance, including general administrative processes, financial management, procurement, accounting, and logistics;
- Establish and maintain sound and transparent accounting and fiscal control procedures;
- Develop, strengthen, and ensure compliance with financial and operations systems aligned with USG and USAID rules and regulations, including FAR/AIDAR regulations and cost accounting principles;
- Develop, analyze, and monitor program budgets;
- Maintain financial deliverable/reporting schedules and ensure that all deadlines are appropriately met;
- Lead project invoicing and monitor expenditures against budgets and support budget realignments as needed;
- Ensure compliance with all United States taxation requirements, including preparation and support in filing relevant documents, working in coordination with payroll service for employment-related taxes and outside CPA firm for corporate taxes;
- Process invoicing for consultants through bill.com, ensuring staff time is allocated to the correct project for invoicing and running staff timesheets for invoices.
- Reconcile monthly credit card statements and paying credit card bills as needed.
- Regularly analyze and forecast project expenses;
- Advise senior leadership on financial and operations-related matters;
- Prepare annual and quarterly financial and accrual reports for donors upon request;
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by USAID or other donors;
- Liaise with external auditors in the review of project financial management;
- Respond to ad hoc requests from staff or donors for financial data and information and USAID compliance information in a timely manner;

- Develop and provide standard costing information and labor analyses for future new business budgets; review new business budgets for accuracy
- Maintain an understanding of IDP's diverse portfolio of projects and projected growth plan.
- Participate in staff meetings and other related meetings, as requested
- Provide onboarding orientation and on-going trainings, as relevant, regarding IDP's finance procedures and associated systems utilization

### **Experience:**

- Bachelor's degree or above in relevant technical competency area such as finance or business administration; CPA preferred; significant related experience may be considered in lieu of education
- At least 8-12 years experience in a position managing finance and operations of USAID projects
- Knowledge of QuickBooks software and Excel is required. Experience using Salesforce recommended
- Excellent numerical and analytical skills and attention to detail required
- Experience supporting small business administration or newly developed businesses or projects desired
- Able to work on more than one project and provide support to proposals
- Strong interpersonal communication skills
- Flexibility to changing work environments and conditions
- Strong analytical skills; the ability to think and plan strategically
- Ability to work independently and as a part of a team
- Fluency in English required
- Ability to practice and embrace IDP's mission

### **Equal Opportunity Employer**

We are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **Application Process**

Please send cover letters, CVs with 3 references, and to [info@inclusivedevpartners.com](mailto:info@inclusivedevpartners.com). Applications will be reviewed on a rolling basis. IDP offers a generous benefits package and champions a flexible working environment.