



**Job Title:** Financial Manager

**Reports to:** Chief Financial Officer

**Job Location:** KCP Headquarters, Amherst, MA, USA\*

**Application Deadline:** Friday, February 22, 2019

**Anticipated Job Start Date:** Monday, April 1, 2019

### **About the Karuna Center**

The Karuna Center bridges divides to build sustainable peace in areas at risk for violent conflict. We design and implement multi-year programs, lead peacebuilding trainings, and provide conflict analysis to national and multilateral organizations. Through collaborations with local partners, we build the capacity of communities and societies to interrupt cycles of conflict, recognize shared needs, and prevent the spread of violent extremism in any form. Since Karuna Center's founding in 1994, our programs have directly engaged a wide range of stakeholders—from grassroots communities, to the halls of parliament. We have led training programs or multi-year projects in more than 30 conflict-affected countries.

### **The Opportunity**

The Karuna Center is pleased to announce a position opening for Financial Manager at our headquarters located in Amherst, MA, USA. The Financial Manager is a full-time staff position that plays an important role in the fiscal and operational management of our programs both internationally and domestically.

### **Essential Duties and Responsibilities**

- Manage and monitor project finances, budgets, and reporting procedures for government and privately funded project grants; all activities are in coordination with the CFO, Program Director, bookkeeper, and/or accountant
- Serve as primary financial point of contact for host country partners, consultants, and funders, managing their inquiries and needs skillfully and with flexibility
- Gather and review receipts for accuracy and compliance with funder regulations and maintain regular contact with host country partners to clarify and troubleshoot
- Assist Chief Financial Officer with monthly project reporting
- Maintain accurate budget vs. actuals reports for programs; monitor rate of spending; maintain contact with host country partners about budget variations; and lead funder realignment procedures if necessary
- Assist with proposals, working closely with the technical team and host country partners to develop project budgets
- Lead or support the negotiation and execution of contracts and other services
- Prepare invoices, advances, and reimbursement requests to funders and host country partners
- Provide bookkeeper with accurate project financial data and assist with monthly reconciliations
- Routinely monitor and summarize federal grant opportunities
- Support the preparation of tax filings, audits, and financial reports

## **Qualifications and Skills**

- Bachelor's degree in business management, finance, accounting, or equivalent experience
- 2+ years relevant experience in program financial management or as financial assistant
- Fluency in English required. Additional language proficiency in French is desirable.
- Experience managing USAID and/or DOS grants preferred
- Experience managing complex budgets
- Excellent verbal and written communication skills
- Strong attention to detail
- Strong computer skills with high proficiency in Excel
- Working knowledge of QuickBooks desirable
- Proactive, team-oriented work ethic
- Ability to be well organized, manage multiple tasks simultaneously, and meet deadlines
- Ability to receive general instruction and supervision on work progress
- Resourcefulness in problem-solving and initiative to learn new skills
- As a reflection of Karuna Center's values, collaborate effectively with colleagues worldwide with respect for diversity in culture, work styles, language, technology/infrastructure access, and level of experience in grant management
- Positive attitude and ability to engage with a wide variety of people by phone/email
- Enthusiasm and commitment to the organization's mission

## **Working Conditions:**

- Work performed in an office environment with considerable time using a computer for project related communication, reporting, and data entry
- May include international travel to project sites
- Occasional flexibility in hours to collaborate effectively with partners across time zones

## **Compensation:**

- \$40K with full paid health benefits after probation period

## **Application Instructions:**

For full consideration, please submit your application to Darren Roth, [darren@karunacenter.org](mailto:darren@karunacenter.org). Please write "**Financial Manager Application**" in the subject line and submit your application materials (cover letter and resume) as a single PDF file.

**\*NOTE:** The Financial Manager is a headquarters position located in Amherst, Massachusetts, USA. Candidates must be willing to work onsite to qualify for this position.

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*The Karuna Center for Peacebuilding is an equal opportunity employer. We encourage anyone, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, sexual orientation, gender identity or expression, to apply. If you have a heartbeat, you qualify. If you don't have a heartbeat, sorry, no zombies allowed.*