

Job Description

Controller–Program Countries | November 2018

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in regions where hunger persists. We operate in 22 countries with 350 staff and have mobilized 395,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current locations include a Global Office, located in New York City, twelve Program Countries (Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Senegal, Uganda) of which two (India and Mexico) are separately incorporated and one is a separate grantee organization (Peru), and nine Partner Countries (Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom) all of which are independent entities with independent boards.

Program Countries are included in THP’s annual audit results and all are part of the Form 990 return except for the two that are separately incorporated. They require statutory audits and must follow local accounting rules. They also raise funds locally that must be reported on consistent with US GAAP requirements as well as local country requirements.

Partner Countries are affiliated entities that are not controlled by THP, and as such are not included in the consolidated financial statements. Revenue from Partner Country entities is included in the revenue of the consolidated entity.

Position Summary

This position will be responsible for the integration of results from the Program Countries including responsibility for providing guidance on the accounting function. This position is part of the team to answer Program Country questions and is an advocate for the Program Countries as well as for the Global Office needs from the finance function in the Program Countries. This position also provides support to the Chief Financial Officer for monthly reporting and the annual audit and such other assignments as needed.

This is a full-time position located in the global office in New York City, and reports to the Chief Financial Officer. This position works closely with the staff at the Global Office and the Program Countries.

Key Responsibilities

- Review and approve monthly reports for uploading to the Global Office general ledger for consolidation reporting.

- Collaborate with Program Countries, Global Office staff in supporting the accounting function of the Program Countries
- Monitor and coordinate the quality and accuracy of the work performed by the Program Countries Finance staff
- Maintain, review and implement any changes required for good internal control policies, guidelines and account procedures updating and/or creating manuals as appropriate.
- Develop consistent policies for the Global Office and Program Offices where applicable
- Participate in the budgeting process
- Participate in the grant reporting process
- Analyze and review results of Program Countries
- Identify and implement efficiency and effectiveness of accounting processes and multiple systems while maintaining internal controls and fiscal integrity
- Maintain and develop communications materials about financial policies, administrative procedures, calendars, etc.
- Participate in the preparation of periodic and ad hoc analysis, reports and explanations of financial and accounting matters
- Review the annual audit reports from Program Countries along with the reconciliation of the audit report to the trial balance data included in the Global Office general ledger.
- Collaborate with Global Office staff to provide accurate monthly reporting timely.
- Collaborate with Partner Country colleagues on grants, program country reports etc.

Qualifications

- Bachelor's Degree (MBA preferred) with a major in accounting or related field required.
- CPA required
- 10 years of progressive experience working with not for profits with African, Asian and Latin American operations.
- Strong command of a variety of technologies including but not limited to Quick books, Intact, NetSuite, Excel, Work, Power Point
- Excellent Communications skills both verbal and written
- French language skills required. Other languages (especially Spanish, Portuguese) a plus
- Strong knowledge of FASB reporting for all aspects of an international operation including grants from multiple countries and funders, currency translation, accounting principles, and government regulations as well as Form 990 reporting.
- Demonstrated ability to manage multiple projects with strong attention to detail
- Ability to travel internationally.
- Participate in collegial office environment including helping with office-wide initiatives outside of own job area such as events.
- Commitment to The Hunger Project's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

Benefit Highlights

- Defined contribution for each staff member to be spent on choice of authorized benefits including gold level medical, dental and vision, retirement or student loans.
- 20 days paid leave to start, plus 9 holidays and 12 sick days.
- Progressive parental leave: 2 months' full time pay, with 3-month gradual return.
- Flexible work hours and arrangements.
- Retirement plan: gradual vesting in 401(a) Fund over 5 years. Match provided to 403(b) pre-tax Annuity.

How to Apply

Please forward your letter of interest, resume, salary requirements and references for immediate consideration to personnel@thp.org. Note "**Controller**" in the subject line of your e-mail.