

Position Description **part-time, outsourced Financial Management**

Reports to: CFP's President and/or Senior Partner

Date of Engagement: May 2023, or as soon as available

Organizational Summary: Founded in 2003, Catalyst for Peace is a US-based operating foundation dedicated to building peace from the inside out — creating space for those most impacted by violence to lead in peacebuilding, supported by healthy, inclusive systems. Its long-term flagship program in Sierra Leone, Fambul Tok ("family talk"), pioneered national-scale, fully locally-owned and -led reconciliation, built on indigenous restorative justice traditions. Fambul Tok has since adapted its community-mobilization approach to a national people's planning process and framework, which has been adopted by the national government to serve as the basis of national development planning. CFP founder and president Libby Hoffman has recently released a book that tells the story of the approach behind this work, and the inside-out framework it embodies, illuminating a broader accompaniment role for international partners who strategically support communities as they self-mobilize to surmount the challenges they face.

Position Overview: CFP is seeking an experienced, highly competent, detail-oriented and organized financial management professional to provide finance and accounting leadership and support on a contract basis. The position requires the exercise of discretion and independent judgment on matters of significance.

Catalyst for Peace is a small organization and has a team culture that reflects its values of community, trust, learning, emergence, wholeheartedness, interconnection, and care. The ideal candidate will have the ability to balance a big-picture view with carrying out day-to-day tasks. They will have a comfort with ambiguity while also being decisive; they will think strategically, take initiative, and be motivated by the vision that Catalyst for Peace is bringing into the world.

Responsibilities: Serve as the outsourced Finance Manager. Your responsibilities would include but not be limited to:

- Transactional activities including accounts payable, accounts receivable (revenue recognition and billing), and HR and payroll, general accounting, reconciliations, month-end close, and maintaining workpapers

- Financial reporting for management decision making and presentations
- Recommending and implementing improvements to accounting, operations, internal controls, and compliance policies and procedures, supporting organizational strategy and best practices
- Analysis and data visualization, budgeting and forecasting
- Grant management, allocations, and funder reporting
- Ensuring integrity of systems and controls to safeguard sensitive information, including maintaining and updating electronic financial files
- Facilitating remote work environment, including managing state registrations
- Prepare for and manage annual audit

Confidentiality:

The finance function requires a commitment to complete confidentiality

Qualifications:

Education/Training/Certifications

- Required
 - Associate's or Bachelor's degree in accounting, business administration, or related field

Experience

- Required
 - Minimum of three years' experience in not-for-profit financial management and five years accounting experience
- Desired
 - Experience in an international organization

Technical Skills and Knowledge

- Required
 - Fund accounting procedures
 - Solid knowledge of generally accepted accounting procedures
 - Competent in use of accounting software; proficient in Excel and Word
 - Planning, budgeting, financial analysis, problem solving skills
 - Strong organizational skills
 - Excellent written and verbal communication skills
 - Highly organized and able to develop and follow systems
 - Computer expertise, including the ability to use on-line file storage/sharing services and ability to select, implement and manage computer systems that support a virtual work environment
 - Knowledge of financial regulations governing private foundations
- Desired

- Knowledge of financial best-practices among international organizations
- Presentation skills

- Success Factors
 - Demonstrates integrity and transparency, inspires trust
 - Is responsive and timely in communications and decision-making
 - Models teamwork and team values in personal and group interactions
 - Is able to work effectively and respectfully in cross-cultural settings
 - Demonstrates openness and flexibility (listens, learns, adapts)
 - Detail oriented
 - Able to be proactive and to respond constructively to change
 - Can prioritize and deliver on assignments
 - Passionate about working in or supporting non-profit organizations
 - Demonstrates a healthy work/life balance and appropriate self-care
 - Self-starter

Starting hourly rate is \$50 to \$65 per hour, based on experience. Anticipated need is 8 hours/week, although more may be required for the initial on-boarding.

To apply:

Please send resume and customized cover letter explaining interest, qualifications and availability for this role to applications@catalystforpeace.org. We are looking to fill the position quickly so timely submission is critical.