



Senior Director, Corporate Finance & Accounting Job Description

Job Title:	Senior Director, Corporate Finance & Accounting
Level and Grade:	Senior Director Level, Grade 100
Job Type:	Full-Time
Reporting Manager:	Caroline Kerin, Associate Vice President, Finance and Accounting (AVP/FA)
Department:	Finance and Administration (F&A)
Office:	HQ – Baltimore or DC (Baltimore preferred)
Date:	26 January 2022

About Corus:

Applicants who are committed to promoting a sense of belonging and contributing to an equitable and inclusive environment for all are strongly encouraged to apply. We support applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary: Provide an overview of the position, outlining the objectives and the key responsibilities of the role.

The Senior Director, Finance and Accounting (SD/FA) is a key leader within the Finance and Accounting department and within the organization. Functionally, s/he is responsible for ensuring that the US based accounting, treasury, and statutory and management reporting systems and policies provide high quality, timely data and analysis for strategic decision support. The SD/FA works closely with the AVP/FA on strategic matters, including the setting of departmental and inter-departmental priorities, as well as representing FA in cross-organizational working groups.

S/he is responsible for the management of overall corporate financial operations at Corus (with an annual budget of approx. \$150M/year). This includes management of accounting operations, treasury services, statutory and management reporting, budget processes, financial analysis and forecasting, annual audit and 990 preparation, and the development and oversight of required financial systems, policies, procedures, and internal controls.

The position ensures compliance with Generally Accepted Accounting Principles (GAAP), applicable regulatory requirements, and internal policies and procedures. As a key leader within the organization, the Senior Director provides innovative solutions for Corus' rapidly changing financial management needs, as well as timely strategic decision support for the Leadership Team, Board of Directors, and other stakeholders.

The SD/AF supervises 3 management positions and oversees a total staff of 8.

Key Result Areas: KRAs indicate the core responsibilities, deliverables, and quality standards required for the individual to be successful in his or her role.

The success of this role is measured principally by the following timely KRAs:

1. Completion and delivery of the annual Financial Statement Audit, Uniform Guidance Audit, and IRS Form 990(s) to AVP/FA, SrVP/F&A, Board, Finance Committee, and Audit and Risk Committee
2. Completion and delivery of the monthly Leadership Financial Reporting and Analysis report
3. Completion of the Board, Finance Committee, and Audit and Risk Committee routine and ad-hoc deliverables
4. Completion of the mid-year Forecast and year-end Budget and preparation of summaries for the Board and Finance Committee
5. Delivery of Board Financial Dashboard data to the President/CEO's Office
6. Availability and notice of the same of Monthly Financial Reports for Budget-holders in Adaptive Planning system
7. Proactive monitoring of cash-flow and assurance of adequate cash on-hand and working capital reserves to meet current and future corporate needs
8. Preemptive collection of donor (restricted funded) A/R
9. Prompt payment of A/P
10. On-time and accurate payment of payroll
11. Timely and routine month-end close, including any relevant accruals

Roles and Responsibilities:

Leadership and Management: Responsibilities to communicate, drive organizational vision and strategies, and foster Corus' culture of spiritual health and integrity. Tasks include overseeing safety and security of team members, management and development of team members, crisis management, financial stewardship and management, and contributing to initiatives and processes. **For people management positions, this category is mandatory and tasks must align with the advancement of Corus' theory of change.**

1. Lead the organization through the **mid-year Forecast and year-end Budget process**, from start to finish, including drafting the Finance Committee and Board presentation of the results
2. Serve as principal **point of contact with external audit firm** during the annual audit process and during the year

3. Lead the organization through the annual Financial Statement **Audit**, Uniform Guidance Audit, and IRS **Form 990(s)** process from start to finish, including the drafting the Finance Committee, Audit and Risk Committee, and Board presentation of the high-level results
4. Manage the **FA annual budget**, approve and code all FA invoices, monthly monitoring of budget vs. actual expenses
5. **Consolidate subsidiary** non-profit and for-profit finance and accounting information onto the Corus parent company books and close the month timely and consistently every month
6. Participate in and make presentations to the **Finance Committee and Audit and Risk Committee**
7. Serve as **main signatory** on Corus **bank accounts**
8. Serve as **main signatory on systems**, including AnyBill, Western Union, StoneX, and Phoenix
9. **Lead and direct** the Financial Reporting and Analysis, General Accounting, and International Accounting units
10. Serve as **coach and mentor** to team, training and developing them to successfully perform current responsibilities and achieve professional growth

Strategy & Knowledge Development & Implementation: Responsibilities that formulate objectives, priorities, and the implementation of plans consistent with the long-term interest of the organization in a global environment. Tasks may include content development, briefing a stakeholder, informal trainings, etc. **For those in a leadership position, this category is mandatory and must include theory of change responsibilities.**

1. Member of the **FA Leadership team**, developing departmental strategies and workplans that will support the achievement of overall strategy and goals of Corus
2. Serve as a **thought-partner** to FA leadership, including the SrVP/F&A
3. Lead FA annual **team and individual work plans** and regularly assess team performance against objectives

Policies and Procedures: All responsibilities that include drafting proposals, memorandums, policies, best practices, and process documents, both internally and externally.

1. Assess, develop, and implement **effective systems, procedures, and tools** required for Corus
2. Lead business **process improvement** efforts and financial system enhancements
3. Evaluate and design **business processes and systems** with respect to efficiency and effectiveness; design improvements and manage the implementation of those initiatives, including their roll out
4. Design, maintain, and communicate effective **internal controls structures and systems**
5. Design and deliver **on-line training** on the same (in English, French, and Spanish)

Communication: Organized planning, delivering, monitoring and revising communication, both internally and externally, to ensure its flow from top to bottom clearly.

1. Quantitatively grasp **complex issues** while able to **distill the facts** and focus on key business needs
2. **Independent** decision-maker, while **keeping direct and indirect supervisors apprised** of important matters
3. **Over-communicator** (interpersonal, written and spoken), with a **"can-do" positive and proactive attitude**
4. **People-person** with the ability to quickly develop trusted relationships with internal and external stakeholders
5. Capability of **influencing others** in a global, cross-functional organization; **consultative and creative**
6. **Flexibility** and the willingness and ability to **respond to a rapidly changing environment** and manage multiple priorities and projects while working as part of an inter-departmental team

Documentation, Reporting & Data Management: Responsibilities related to data gathering, data analysis, data entry, reports of all kinds, minutes of the meeting, and application of technical knowledge to achieve program goals.

1. Manage and coordinate all **fiscal reporting activities**, including financial statement preparations, tax filings, statutory reports, and other regulatory reporting requirements
2. Coordinate the assessment, design and development of critical and timely internal **management reports** including monthly financial statements, budget variance reports, fund balance status reports, and the enhancement of monthly and quarterly financial reporting packages for performance monitoring by the Leadership Team and budget holders
3. Design and implement enhanced **report delivery systems**

4. Coordinate periodic **budget variance analysis** across departments at the Leadership Team level and consolidate high-level variance explanations for senior management review
5. Direct the efforts of the **Financial Reporting and Analysis team** to provide targeted and timely financial analysis and related decision support for key stakeholders including senior management, budget holders, and the Board and Finance Committee
6. Identify and prepare **key financial indicators and ratios** for periodic reporting to the Leadership Team and staff and develop other appropriate reporting tools metrics in coordination with clients
7. Develop **sensitivity analysis models and reports** that identify significant deviations from actual results over Corus short and long-term plans
8. Produce **reports from MIP and/ or Adaptive**, or other report generation software, and assist related clients in monitoring progress on items of significant concern
9. Develop **responsive service structure** that effectively meets ad-hoc financial report and analysis requests by the Leadership Team and other business units
10. Direct and/or oversee other **special planning and financial analysis projects** requested by the VP F&A, Leadership Team, Boards of Directors, and staff
11. Assist the AVP/FA in the preparation and **presentation of quarterly and annual results and annual budgets** to the Board, Audit and Risk Committee, and Finance Committee

General Accounting & Statutory Compliance: This category should include all financial activities of the office to meet day-to-day operational needs. This will also include statutory responsibilities.

1. Direct **overall accounting and financial management operations**, including accounting operations, treasury services, statutory and management reporting, budgeting/forecasting, financial analysis and business decision support, and policies/systems/-controls design and implementation
2. Manage **treasury operations**, including banking relationships, cash-flow analysis and management, coordination of required fund transfers, long-term cash forecasting and planning, debt service financing structures, foreign currency exchange/trading, letter of credit account(s), and arbitrage calculations
3. Provide **oversight of all cash**, cash equivalent and marketable security investments, including the review of investment portfolio performance and the ongoing assessment of investment advisors, managers, trustees, and custodians
4. Regularly review **investment policies and recommend revisions** to the AVP/FA, SrVP/F&A, and Finance Committee
5. Coordinate **transaction-specific decision support** including cost-benefit analysis, lease vs. buy analysis, present value calculations, and other necessary financial analysis and consultations
6. Ensure **month-end close** is completed timely and accurately and month-end financials are issued timely
7. Lead select **planning and working groups** that evaluate policies affecting the accounting and financial results of Corus, taking into account interrelationships between all departments at HQ and with country offices, thereby maintaining accounting policies and procedures for effective operations and financial controls
8. Lead and direct the preparation and support for consolidated Corus independent **annual Audited Financial Statements** (consolidating Ground Up Investing, LLC, IMA World Health, IMA Innovations, Inc., Lutheran World Relief, and CGA Technologies onto Corus' financials), ensuring that "prepared by client" requests are developed appropriately, regulatory and compliance requirements are met, and financial statement preparation is conducted in accordance with GAAP, federal, state, and other requirements
9. Lead and direct the preparation and support of the consolidated annual **Corus Uniform Guidance Audit**
10. Lead and direct the preparation of **IRS Form 990s, tax filings, and other statutory reporting requirements** related to annual audits for Corus and the subsidiary companies
11. Direct all aspects of the **annual budget processes** across all departments/units; this includes the development of guidelines, tools, and support plans, and the consolidation of program and supporting activities across each organization; coordinate the development of more efficient tools and procedures for managing budget modifications during the fiscal year
12. Head consolidated financial **forecasting** exercises at interim points during the year (at least mid-year) to project anticipated income, expenditures, and net surplus/deficit through the end of the fiscal year; conduct necessary analysis related to forecasted data and present conclusions and recommendations to the Leadership Team
13. Develop **long-term financial models** that facilitate more effective analysis of business planning, historical performance trends, and scenario analysis; create enhanced systems for gathering, updating, compiling, and reporting data

Supervisory:

This section outlines the reporting structure for the position, stating which role this position reports to and which roles report to this position.

1. **Directly Reports to** –Associate Vice President, Finance and Accounting (AVP/FA)
2. **Direct and Indirect Reports** –
 - a. Director, Financial Reporting & Analysis
 - i. Senior Manager, Financial Reporting & Analysis
 - b. Director, General Accounting
 - i. Manager, Payroll Administration
 - ii. Senior Associate, Staff Accountant
 - iii. Senior Associate, Staff Accountant
 - c. Director, International Accounting
 - i. Senior Manager, International Accounting

Education & Experience:

Requirements which may include minimum and preferred educational and job-related experience, computer proficiencies, required certifications, language requirements (speaking, reading, and writing) etc.

1. Bachelor's degree in Finance, Accounting or related field
2. CPA/CMA/CA and/or Master's degree **required**
3. A minimum of 10 years of work experience, including 5 years of supervisory experience

Qualifications:

Requirements which may include specialized knowledge or skills necessary to perform a specific role.

1. Experience with U.S. and international accounting standards for non-profit and for-profit organizations
2. Experience with consolidating multiple companies
3. Demonstrated excellence in finance, accounting, budgeting, control, and reporting
4. MIP experience or related accounting software
5. Knowledge of U.S. Government regulations
6. Experience working with various non-USG public donors (e.g., EU, FCDO)
7. Strong analytical, problem solving, and presentation skills
8. Excellent skills in the design and maintenance of financial management systems, internal controls, finance policies and procedures development, and business planning and analysis
9. Exceptional analytical and innovative problem-solving skills with the ability to handle multiple tasks under tight deadlines and competing priorities
10. Strong financial modeling, budgeting, and analytical skills utilizing advanced Excel techniques

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.

- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.