



Senior Manager, Financial Reporting & Analysis

Job Description

Job Title:	Senior Manager, Financial Reporting & Analysis (SM/FRA)
Level and Grade:	Senior Manager Grade 80
Job Type:	Full-Time
Reporting Manager:	Director, Financial Reporting & Analysis (SM/FRA)
Department:	Finance and Administration (F&A)
Office:	HQ – Baltimore or DC (Baltimore preferred)
Date:	

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 Manager, Financial Reporting & Analysis (SM/FRA) provides financial information that supports timely decision-making and oversight that also ensures donor reporting requirements are met. Responsibilities include financial reporting, budgeting, forecasting, modeling, and in-depth financial analysis.

This position must exemplify the highest standards for customer service to include internal clients as well as external clients (boards, committees, auditors, etc.). The SM/FRA has overall responsibility under the Director, Financial Reporting & Analysis (D/FRA) for financial operations, procedures, and controls, including the preparation for and conduct of the annual independent audit process.

The SM/FRA will lead all day-to-day financial reporting and analysis operations. S/he will ensure that Corus has the systems and procedures in place to support effective financial systems and processes, and coordinate audits.

The FRA team is currently comprised of a total of 2 staff (including the D/FRA).

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. Supporting 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. Supporting the **Board**, Finance Committee, and Audit and Risk **Committee** routine and ad-hoc **deliverables**
3. Initiate and development of the **monthly Leadership Financial Reporting and Analysis** report
4. Lead the **mid-year Forecast and year-end Budget** and preparation of summaries for the Board and Finance Committee
5. Maintain the financial data in the **Adaptive Planning** system, responsible for providing trainings including the usage of data entry, running reports and report interpretation.
6. Timely ad-hoc financial analysis requested by other departments.

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.

1. Manage Corus' **mid-year Forecast and year-end Budget process**, from start to finish, including drafting the Finance Committee and Board presentation of the results
2. Implement **training** for budgeting, forecasting, and financial reporting system changes.
3. Coordinate the process of deliverables in the annual Financial Statement **Audit**, Uniform Guidance Audit, and IRS **Form 990(s)**.
4. **Work closely with the D/FRA** in the Financial Reporting and Analysis unit

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.

Commented [CS1]: Why is this in quotation marks? Not sure I understand the rationale?

Commented [JZ2R1]: This includes internal clients, serving other departments especially when it comes to budget/forecast. Also, being responsible to the boards, committees, auditors and etc.

Commented [CS3R1]: I updated this to state that. Feel free to adjust. I think when things are in quotes it connotes that whatever it is may not be real/true.

1. Serve as a **thought-partner** to F&A team.
2. Perform **analysis** on Corus' operational activities, including historical, current, and projected revenue and expense, cash flow, variances, and key financial data, including indirect cost and fringe benefit rates as well as the efficiency ratio.
3. **Maintain system for tracking off-cycle budget adjustments** and impact to organizational metrics; update and provide regular reports with key metrics to show impact of approved changes
4. Contribute to the **business process improvement efforts** and **financial reporting system enhancements** within unit.

Commented [MA4]: I don't understand what this means

Commented [JZ5R4]: It means managing the amendments to either budget or forecast in APFM to be reflected in the monthly financial packages.

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. Work with the D/FRA in 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
2. Contribute to 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
3. 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
4. Produce **reports from MIP and/ or Adaptive**, or other report generation software, and assist related clients in monitoring progress on items of significant concern
5. Direct **special planning and financial analysis projects** requested by the Leadership Team, Boards of Directors, and other business units.
6. Assist the D/FRA SD/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. Analyze financial and non-financial data, interpret results and present to the D/FRA and SD/FA in **consolidated financial reports** with historical trends, work drivers, benchmarks and organization's overall financial performance
2. Assist the D/FRA and SD/FA in the **preparation and presentation** of the mid-year forecast and annual budget to the **Board of Directors**
3. Work closely with the D/FRA and SD/FA in engaging the board's Audit and Finance committees around organizational financial performance, annual audit and 990 issues
4. Coordinate and assist 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
5. Coordinate and assist the preparation and support of the consolidated annual **Corus Uniform Guidance Audit**
6. Coordinate and assist in the preparation of **IRS Form 990s, tax filings, and other statutory reporting requirements** related to annual audits for Corus and the subsidiary companies
7. Coordinate and assist in 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
8. Design and implement tools/processes to **track planned and actual use of cost share** and prepare periodic updates showing usage of cost share by period and future commitments. Monitor compliance with cost share requirements. Coordinate and facilitate discussions with pertinent staff around cost share issues when necessary.
9. Manage the updates of various **dashboards**, ensuring accuracy and timeliness of information provided, relevance of metrics reported, results analyzed, and the reports on the results

10. Monitor and report on **working capital reserve** on a monthly, year-end, and annual budget basis

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 – Director, Financial Reporting & Analysis**
2. This position does not have a direct report.

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 **preferred**
3. A minimum of 7 years relevant experience.
4. Experience with US government rules/ regulations and experience in calculating a NICRA **preferred**
5. Experience with Adaptive Planning is **highly desirable**.

Commented [CS6]: Grade 80 is 7 years minimum.

Commented [JZ7R6]: It's ok to leave as 7 yrs.

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. Demonstrated excellence in finance, accounting, budgeting, control, and reporting
3. MIP experience or related accounting software
4. Spoken and written fluency in English
5. Ability to produce information rather than just data
6. Strong analytical, problem solving, and presentation skills
7. Strong financial modeling, budgeting, and analytical skills utilizing advanced Excel techniques
8. Exceptional analytical and innovative problem-solving skills with the ability to handle multiple tasks under tight deadlines and competing priorities
9. Strong communication, teamwork, customer service, and interpersonal skills required, including the desire and ability to work graciously, patiently, and effectively with a wide variety of non-financial stakeholders on a daily basis
10. Sound judgment– ability to make independent decisions, while keeping supervisor apprised of important matters.

Commented [CS8]: Will employees and/or candidates know what MIP is?

Commented [JZ9R8]: It'll be ideal if they do but we also quoted " or other related accounting software" so it's not required to be MIP.

Commented [CS10]: Why is this language necessary for a Senior Manager? Has there been a problem in the past to warrant this?

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.