

Chief Financial Officer

Vital Strategies

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work. VS is an independent affiliate of The International Union against Tuberculosis and Lung Disease (The Union).

The Position

Vital Strategies is seeking qualified candidates for the position of Chief Financial Officer. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.

Specific Duties:

Strategic planning

- Develop annual operating budget and lead the organization in financial planning, forecasting, budgeting and analysis functions including identifying capital management requirements and cash flow needs.
- Work with the CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements.
- Provide strategic financial input and leadership on decision-making issues affecting the organization (i.e., fundraising, strategic planning, evaluation of potential alliances, employee benefits, retirement plans, and investments).
- Ensure high performance and appropriate training and onboarding of internal finance staff throughout domestic and international office locations.
- Collaborate with senior leadership and the Director of IT on designing and implementing efficient and accountable procurement and payment mechanisms.
- Oversee all fiscal reporting activities for the organization including: the organization's cash position, trends and factors in the monthly burn rate, management of contingency funds, and tracking of receivables. Develops reliable global cash flow projection process and reporting

mechanism that includes minimum cash threshold to meet operating needs of the organization.

- Provide leadership and staff support to the Treasurer and the Audit and Finance Committees of the Board.
- Oversee and regularly evaluate Vital Strategies' financial risk, and propose strategies to mitigate the risk; maintain insurance and procurement process.
- Has overall responsibility for hiring, promoting, disciplining, or terminating employees in the Finance Division in NYC and globally.
- Set, review and hold staff accountable to strategic and operational financial milestones.
- Recommend and manage organizational relationships with outside financial consultants.

Grants Oversight

- Ensure compliance with all contractual funding requirements based on grant agreements and proper accounting and financial procedures.
- Continually improve budgeting process through education of department managers on financial issues impacting department budgets.
- Provide timely, accurate analysis of budgets and financial reports to assist the COO and divisional executives with their responsibilities.

Oversight of Controller functions

- Oversee financial transactions and quality reporting with our international offices, the Union for TB and Lung Disease (our affiliate organization) and any fiscal agents based in other countries.
- Establish internal controls, procedures and systems to ensure that all organizational activities pass independent and government audits standards.
- Contract, oversee and evaluate annual organizational audit process, ensuring all A-133 audit issues are resolved for US government contracts, and all 403(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Ensure compliance: 1) Interpret legislative rules and regulations both domestically and internationally and ensure compliance with local, state and federal laws in all global locations and according to contractual guidelines, 2) ensure that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitor compliance.
- Establish procedures for managing program-based funding globally, accounting for fluctuating currencies and complex transactions.
- Oversee the maintenance of all fixed assets, including assets purchased with government funds.
- Oversee investment of large cash balances when appropriate.
- Manages oversight and reporting to local, national and international tax and compliance departments located in multiple geographies.
- Optimizes the management of bank and deposit relationships and initiates appropriate strategies to enhance the organization's cash position.
- Continually improves the timeliness and accuracy of the organization's cash flow and management of the billing and collections process and month end, quarterly and year end closings.

- Performs other financial-related duties as required.

Qualifications and skill set:

- MBA or CPA required; at least 15 years of experience of which 10 must be in a financial leadership role.
- Previous experience in a CFO role highly preferred.
- Non-profit and government contracting experience (USAID, other government grants) and contracting with foundations required, preferably in a large global enterprise.
- Significant organizational management skills including team building and staff supervision and development; ability to manage colleagues, senior management, and Board members around financial management function.
Strong systems, process and best practices experience.
- Excellent presentation, preparation, and delivery skills.

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line.

Closing date for applications: **June 30, 2017**. Only shortlisted candidates will be contacted.