



Finance Manager

Location: Remote in New York State, with some adjusted work hours for European and African operations required

Type: Part-time (20 - 30 hours/week)

Application deadline: Rolling, estimated start date in mid-September

About GRID3

GRID3 works in Nigeria and the Democratic Republic of the Congo (DRC) to generate, validate, and use core spatial datasets on population, settlements, subnational boundaries, and crucial infrastructure. In tandem, GRID3 trains and strengthens the capacity of stakeholders who use this information; supports related analytics and decision-making; and improves the mainstreaming and sustainability of key datasets.

GRID3 solutions address the needs of multiple development sectors and their diverse beneficiaries. GRID3 emphasizes government ownership to ensure that solutions can be incorporated into ongoing operations at the national level. GRID3's work facilitates improved, data-driven development interventions that deliver vital services to the communities that need them the most.

Position Summary

We are seeking a part-time Finance Manager to support the CFO by overseeing and facilitating the financial operations of GRID3. This role is essential to the organization's financial health and sustainability, and it requires a candidate with a strong background in international finance, experience with NGOs, and a commitment to our mission.

The selected candidate will participate in extensive onboarding during the first 2-3 months, which may include travel. This position requires flexible working hours to accommodate our global teams and the needs of field operations. Some evening and weekend work may be necessary, particularly during periods of in-country fieldwork or travel.

Financial Operations

- Manage the full cycle of financial operations, including budgeting, invoice review, accounts payable, payroll, and travel expenses.
- Process payments and reimbursements for GRID3 staff and contractors, ensuring timely and accurate transactions.
- Oversee all financial documentation. Collect, verify, and ensure all receipts and invoices meet GRID3's requirements, and work directly with project teams to resolve any issues.
- Administer GRID3's banking relationships, handling wire transfers, managing account balances, and troubleshooting issues to ensure seamless financial flow.
- Provide oversight for spending in the DRC and Nigeria, supporting budget preparation and approving expenses.
- Coordinate with our external accounting firm to ensure accurate bookkeeping and record-keeping, and to manage accounts payable.

Financial Management

- Monitor financial performance, provide regular financial updates, and generate reports for the leadership team.

- Drive the financial aspects of grant management, coordinating with leadership to ensure accurate budgeting and donor reporting.
- Identify and mitigate financial risks in collaboration with the CFO and leadership team.
- Refine and implement financial policies and procedures to strengthen internal controls and improve operational efficiency.

Compliance and Audits

- Ensure compliance with US federal and state regulations as well as donor requirements and relevant financial regulations in Nigeria and the DRC.
- Review and verify the accuracy of financial statements, including monthly, quarterly, and annual reports, working with our external accounting firm to resolve any discrepancies.
- Coordinate the annual audit process and liaise with external auditors.

Qualifications and Skills

- A minimum of 7 years of progressive experience in financial management, with a preference for candidates with prior experience in the NGO or non-profit sector.
- Bachelor's degree in finance, accounting, or a related field; a CPA certification is preferred.
- Proven experience in international finance, including managing financial operations across multiple countries. Past experience on projects on the African continent preferred.
- Experience with grant management and donor compliance.
- Strong knowledge of US federal and state financial regulations.
- Exceptional analytical, problem-solving, and communication skills to effectively collaborate with diverse teams and external partners.
- Commitment to GRID3's mission and values.

Please email a cover letter and CV to jobs@grid3.org. Please include the job title “Finance Manager” in the subject line of your email. In your cover letter, please also include your requested hourly rate.

Interested applicants are encouraged to apply early, as review of applications will begin immediately.