Controller

Reports to: COO
Location: United States—remote but must be relocated in one of the following states: Massachusetts, Washington DC, New Hampshire, Maryland, Virginia, or Tennessee
Start Date: March—April 2022

Who we are

D-tree International is on a mission to radically improve health in low and middle income countries by strengthening health systems through innovations in digital technology. D-tree works through partnerships with Ministries of Health and NGOs to support partners to understand local health system challenges and opportunities, and integrate technology into these systems to improve the accessibility, quality and accountability of healthcare delivery, ultimately leading to high-performing health systems that improve health and wellbeing for all.

D-tree has received funding from USAID, the Gates Foundation, Rockefeller Foundation, Foundation Botnar, Conrad Hilton Foundation, Crown Family Philanthropies, Human Development Innovation Fund, Packard Foundation, UN Foundation and more than 20 international NGOs. As a pioneer in the field of digital health, D-tree has supported more than 8,000 health workers serving over 5 million families in 16 countries throughout sub-Saharan Africa and Asia.

In the past three years, we have tripled our operating budget and added two new locations and are looking for the right candidate to support and lead several areas of financial and operational excellence to help us succeed with future expansion.

Who you are

You are professional, motivated, and a self-directed team player. You are someone who is just as comfortable traveling to D-tree country offices in East Africa to train colleagues on accounting best practices and D-tree policies and procedures as you are sitting in a conference room in Boston or Dar es Salaam representing D-tree to auditors. You function well in situations with ambiguity and are able to make decisions with partial information and push to deliver high quality work within deadlines. You think strategically and are excellent at getting into the weeds and solving problems. You do not shy away from doing junior level accounting work or high level research of organizational importance. You are also comfortable working with and coaching a team with various levels of experience in different time zones and multicultural settings. You are also comfortable working on a largely remote basis while keeping your colleagues up to date on relevant and timely information.

What you will do

You will be an integral member of the expanding D-tree global operations team, supporting project managers and financial admin staff for our work globally. You will provide financial management support to D-tree country offices and become our Quickbooks “guru” helping streamline efficiencies by championing accurate and timely accounting functions. The position works with 4 country offices to ensure consistent and accurate financial transactions, adherence to procurement and financial policies and looks for ways to improve internal controls and accelerate month and quarterly accounting close cycles to enable use of financial information for decision making as well as internal and external reporting.
Specific Responsibilities

Financial & Accounting
• Be accountable for integrity of all balance sheet and profit and loss accounts and entries done in all locations (currently 5 country offices including the USA).
• Initiate US accounts payable transactions in bank/s, record accounts receivable and manage cash flow for US office
• Be accountable for timelyst month and quarter end closing processes that enable D-tree to report on financials internally and externally in a timely manner (by the 10th of the month at the latest) including integrity of and reconciliation of all chart of accounts at least quarterly
• Assume responsibility for preparation of recurring (monthly and quarterly) and year-end reconciliations and audit schedules for annual audit/s
• Act as liaison and / or occasionally lead for global finance team on country based or grant specific reviews and audits (quarterly or annually as needed) together with field based finance managers
• Contribute to policy revisions and solidify financial compliance processes
• Create and maintain US based inventory and oversee inventory systems in place in country offices for accuracy and integrity and ensure quarterly reconciliations with QBs
• Provide guidance on ways to improve the field accounting function for multiple projects and multiple donors for various use (external reporting, internal projections, consolidated and country level audits)

Internal Audit / Review – global offices
• Coordinate internal audit function for D-tree that oversees country office transactions including:
  o Review supporting back-up documentation and confirm electronic filing adherence
  o Monitor general ledger activity and ensure transactions are timely and accurately posted
  o Review monthly financial reports (expense and balance sheet entries) and provide feedback to the field offices on issues and corrections to the account data
• Reconcile various balance sheet and expense accounts to ensure accurate postings, communicate improvement measures with country finance teams

Payroll Administration (global support team based largely but not exclusively in the USA)
• Lead processing and administration for monthly payroll for global support team based in the USA as well as expatriates / international assignees
• Together with HR Manager, stay abreast of payroll & labor laws for US based operations in multiple states as well as country offices (currently Tanzania, Zambia and Malawi)
• As needed, navigate new state registrations to accommodate team growth
• Coordinate with finance manager to review and approve labor distribution reports, leave tracking balances and accurate, timely recording of data in QBs

Examples of work tasks you will contribute to in the next 6 months:
• Research and work with payroll administrator to ensure proper set up for expatriate employees (state / federal exemptions are coded correctly and organization has proper documentation on file and advise on UI)
• Support local audit in Tanzania and consolidated global audit in the USA
• Contribute to drafting QBs tips document and deliver training to finance staff
• Begin researching cloud based timetracking system with finance manager
• Begin researching new accounting software to support D-tree’s expansion
• Support new country registration and financial / operational set up (Zambia)
• Research and register D-tree to facilitate employees working and living in CA and TN
• Work with country-based finance staff to understand QBs pain points and suggest ways to optimize data entries
• Participate in regular regional finance manager meetings
• Review D-tree cost policy and historical financials and assist highlight areas that need attention to prepare for org’s first single audit

What we are looking for
We are looking for a motivated, passionate individual who is willing to wear multiple hats and do what it takes to help our organization be successful. The following attributes are a general overview, but we will consider individuals who do not meet all of the details below if you have the right skillset and attitude.

Qualifications
• Bachelor’s degree required (accounting, business management, public administration or related field)
• At least five years of progressive experience in non-profit bookkeeping, accounting and/or payroll administrative management with increasing levels of responsibility
• Familiarity with multi-office, multi-national/currency organizational environment
• Familiarity and working knowledge of diversely funded nonprofit (such as US Federal grant and contract regulations, UN agencies and foundations) working internationally and the issues relevant to D-tree’s operations
• Knowledge of working with USG funding/exposure to Single Audits (formerly A-133)
• Excellent attention to detail (ability to pay attention to small details and focus on quality and consistency while also understanding the big picture)
• Excellent organizational skills and persistent follow through on tasks (both your own and tasks pending from colleagues)
• Must be able to work independently, multi-task, collaborate with a distributed team, be persistent and work under tight deadlines with minimal supervision
• Proficiency in Microsoft Office, especially Excel
• Prior experience with Quickbooks and/or other accounting software
• Desire and ability to travel internationally up to 10% of the time
• Comfortable working remotely and in a small office environment

Personal characteristics
• **Accountability & Reliability** - Takes ownership and responsibility for decisions, actions, and results; delivers on commitments.
- **Initiative** – Must display a sense of urgency to effectively and efficiently complete a varying workload in a timely manner. Can initiate actions independently, handles unexpected situations, and volunteers to assist others.

- **Problem Solving** – Ability to proactively identify issues and take action by analyzing all the information skillfully to persistently pursue positive outcomes. Uses sound judgment about when to take action and when to seek guidance.

- **Compliance & Quality** – Must ensure accuracy, meet established deadlines of work, produce a quality product and show commitment to continuous improvement efforts. Ability to learn, interpret, and comply with all organization policies and procedures.

**Salary Range**
$75,000 to $94,300

Note: Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity

**Application information**
To apply for this role please follow fill in this google form: Controller (google.com)

Only applicants who respond to all questions and include their resume and a thoughtful cover letter will be considered.

**Deadline for applications:** Open until filled

*Candidates must have legal authorization to work in the United States and be located in one of the states noted in the heading.*