Posting Title: Head, Finance and Accounting
Location: New York, NY

Who We Are

The Foundation for the Global Compact provides vital financial, operational and programmatic support to the United Nations Global Compact Office and other UN Global Compact activities around the world. UN Global Compact is the world’s largest corporate sustainability initiative and a global movement of more than 15,000 businesses and 3,000 non-business stakeholders across 160 countries. We work to encourage and enable companies to adopt responsible practices as defined by the Ten Principles of the UN Global Compact that cover Human Rights, Labour, Environment and Ant-Corruption. Collective alignment to these principles enables significant progress towards the delivery of the UN Sustainable Development Goals.

Head of Finance and Accounting

The Head, Finance and Accounting is responsible for the overall operations of the finance department and reports directly to the Managing Director. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team and implement processes and procedures to support FGC’s $34MM fiscal operations.

Primary responsibilities of the role will include strengthening internal controls, establishing month-end close processes that support sound financial reporting, implementing accounting policies and procedures in compliance with generally accepted accounting principles (GAAP) and coaching an internal team towards optimum productivity.

The position will directly supervise the Manager of Finance and Accounting and the Grant Financial Reporting Manager. Additionally, the Head, Finance and Accounting will serve as a strategic thought partner to the Managing Director and work closely with program leadership to explore how the finance function can better support program operations, program leadership and their staff in developing their financial acumen.

The Head, Finance and Accounting role will be located in New York, NY and is a hybrid position requiring a minimum of three (3) days in-office (flexibility to choose days).

Responsibilities

Accounting and Finance

- Responsible for the accounting and financial management functions of the foundation
- Works with the Manager of Finance and Accounting and ensures a strong month-end close process that enables the production of accurate and timely financials and ad hoc reports for use by various stakeholders
- Ensures compliance with appropriate GAAP standards and regulatory requirements

Please, no phone calls or unsolicited e-mails outside of the submission process
• Conducts process re-engineering to streamline AR function to improve revenue recognition
• Assesses and updates current policies and procedures to safeguard foundations assets and effectively monitor cost
• Oversees Grant Financial Reporting Manager’s work to ensure that expenditures are consistently aligned with grant and program budgets throughout the grant period
• Develops, analyzes and provides recommendations relating to accounting and financial systems to ensure effective and efficient financial operations, maximizing usage of systems (Intacct, Salesforce, Workado, Paylocity Payroll)

**Audit and Risk Management:**
• Oversees the annual audit process in conjunction with the Manager of Accounting and Finance; liaise with external auditors and the finance committee of the board of directors; assesses any changes necessary
• Monitors relevant open regulatory issues that might impact the foundation
• Performs informal internal audits to assess the effectiveness of internal controls and identify areas of risk

**Budget, Planning, Reporting:**
• Oversees and leads annual budgeting and planning process in conjunction with the Managing Director and program leadership; administers and reviews budget vs. actuals reporting to monitor progress and changes
• Analyzes financial data and presents financial reports in an accurate and timely manner, clearly communicates and keeps the Managing Director and program leadership abreast of the organizations’ financial status
• Performs trend analysis
• Manages organization’s cash flow and forecasting and cash management solutions.

**People Management**
• Provides oversight to the Manager of Finance and Accounting in managing the day-to-day accounting functions to include oversight of all accounts, ledgers, and reporting systems
• Indirectly manages and leverages strengths of current finance team members, help clarify roles and responsibilities, and act as mentor and educator to junior-level accounting staff

**Qualifications**
• Bachelor’s Degree in Accounting or Finance, MBA and/or CPA preferred
• 10+ years accounting or finance experience; required experience working with nonprofits; experience working with a global foundation a plus
• Minimum of 5 years’ direct management and supervisory experience
• Working knowledge and experience with Intacct, Salesforce, Workado and Paylocity, preferred
• Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting

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Foundation for the Global Compact

Job Opening | Head, Finance and Accounting

- Strong interpersonal and communication skills; experience effectively communicating key data, including presentations to senior management, board or outside partners
- Minimum of 5 years of solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and revenue recognition
- Personal qualities of integrity, credibility, and unwavering commitment to FGC’s mission; a proactive, hands-on strategic thinker who will own the responsibility for finance

Core Values

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

Benefits

- $128,000 to $145,000 Salary Range
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Paid Parental Leave
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

Applicants must be authorized to work in the United States. The Foundation for the Global Compact does not sponsor work visas

- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Head, Finance and Accounting
  1. Personal statement of what interests you about this job opportunity.
  2. Resume/CV

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Applications will be accepted until **11 October, 2023**.
Given the anticipated volume of submissions, only highly qualified candidates will be contacted.

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*The Foundation for the Global Compact believes in creating a more equitable playing field for applicants and values the depth of relevant skills built through successful education, work, and life experiences. If your background and skills are a close match for this position, you are strongly encouraged to apply.*

*The Foundation for the Global Compact is committed to further building and maintaining a staff that reflects the full range of communities we serve and is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The Foundation for the Global Compact encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or immigration status, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color, lesbian, gay, bisexual, queer, transgender and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with disabilities, protected veterans, and formerly incarcerated individuals and individuals living with HIV are all encouraged to apply.*