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

POSITION SUMMARY

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.

The Head, Finance and Accounting will be responsible for the overall operations of the finance department and report 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 and support program leadership and their staff in developing their financial acumen.

DUTIES AND RESPONSIBILITIES

Accounting & Finance
- Responsible for the accounting and financial management functions of the foundation
- 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
- Working with the Manager of Finance and Accounting 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
- Ensure compliance with appropriate GAAP standards and regulatory requirements
- Conduct process re-engineering to streamline AR function to improve revenue recognition
- Assess and update current policies and procedures to safeguard foundations assets and effectively monitor cost
- Oversee Grant Financial Reporting Manager’s work to ensure that expenditures are consistently aligned with grant and program budgets throughout the grant period
Foundation for the Global Compact

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Develop, analyze, & make recommendations relating to accounting & financial systems to ensure effective & efficient financial operations, maximizing usage of systems (Intacct, Salesforce, Workado, Paylocity Payroll).

Audit & Risk Management:
- Oversee the annual audit process in conjunction with the Manager of Accounting and Finance and liaise with external auditors.
- Monitor relevant open regulatory issues that might impact the foundation
- Perform informal internal audits to assess the effectiveness of internal controls and identify areas of risk

Budget, Planning, Reporting:
- Oversee and lead annual budgeting and planning process in conjunction with the Managing Director and program leadership; administer and review budget vs. actuals reporting to monitor progress and changes
- Analyze financial data and present financial reports in an accurate and timely manner, clearly communicate and keep the Managing Director and program leadership abreast of the organizations’ financial status
- Perform trend analysis
- Manage organization’s cash flow and forecasting and cash management solutions.

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.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS
- Seasoned leader with strategic orientation and hands-on approach
- 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

Please, no phone calls or unsolicited e-mails outside of the submission process
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- Ability to leverage strengths of the current finance team members; help to clarify roles and responsibilities; serve as mentor and educator in developing junior level staff’s accounting knowledge
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience effectively communicating key data, including presentation to senior management, board or outside partners
- 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

BENEFITS
- Salary Range - $135,000 - $155,000
- 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

Please include the following materials in your email submission to hrinquiries@unglobalcompact.org with the subject heading “Head, Finance and Accounting”

1. Cover Letter
2. Resume/CV

- Applications will be accepted until TBD
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

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

The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable
accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.

Interested in learning more about the UN Global Compact? Click here to sign up for our monthly Bulletin!