Title: Chief Financial Officer
Department: Finance
Reports to: Executive Director
Status: Full-Time (40 hours/week), Permanent, Exempt
Location: Remote with some travel
Timeline: Position will ideally start February 2022
Salary: $100,000 - $125,000. A competitive benefits package includes: full health, vision, and dental insurance, IRA contribution, generous vacation package, paid holidays and sick days, flexible schedule and work from home options, supportive and team-oriented work environment, and more.
Deadline: January 25, 2022

POSITION OVERVIEW
The Chief Financial Officer is a member of the Executive Leadership Team and manages all financial functions including: accounting, billing, reconciling, budget development and tracking, domestic and international financial operations, internal control environment, finance personnel management, insurance coverage, management of legal requirements, and develops projections on individual project budgets, grant budgets, and capital improvement budget. The person will play a critical role in partnering with the senior leadership team in strategic decision-making and operations as Health In Harmony (HIH) continues to enhance its international programming and build the capacity of its international teams. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact, award-winning organization that has received international recognition and is growing rapidly registering an over 50% growth in revenue over the last three years with a planned growth to $10+ million annually in the next three years.

ROLE & RESPONSIBILITY
Strategic Leadership
● Oversee all accounts, ledgers, financial software and reporting systems ensuring policies and procedures are in compliance with appropriate GAAP standards and regulatory requirements
● Oversee an inclusive process to establish an annual operating budget for the organization inclusive of individual budgets for global program sites
● Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of HIH’s financial status
- Develop plans to address areas of opportunity within the organization's financial health and financial processes
- Provide strategic vision, planning and oversight of HIH's financial outlook
- Monitor investment and cash management accounts and work to maximize return on our investments and resources while operating within government regulations
- Work closely with senior leadership to: a) maintain, analyze, and interpret general ledger for all funds; b) manage the preparation and analysis of financial reports on a monthly and as needed basis
- Oversee the process for identifying and evaluating opportunities for improved financial operations, record keeping, and reporting
- Work closely with HIH's in-country teams to ensure financial controls and stability of program sites
- Knowledge of financial trends to provide guidance and advising on financial strategy for the organization and developing streams of revenue such as carbon offset markets, investment beneficiary opportunities, crypto donations, and blockchain functionality

Financial and Grants Management
- Manage organizational cash flow forecasting by working in partnership with department and subsidiary leaders; collaborate to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations
- Review and analyze monthly financial budgets, both actual and forecast. Direct and manage the program budgets in accordance with the approved annual budget, grant expensing and tracking, reporting systems, and monitor the expenditures on an on-going basis. Coordinate with related staff to ensure that project budgets, accounting, and fiscal control procedures are implemented effectively
- Monitor monthly grant budgets and actuals to ensure timely completion
- Assist development leadership in preparing budgets for grant proposals which fit into the organizational strategy
- Lead organizational planning and development of operating and fund account budgets, and control expenditures against budget
- Ensure the maintenance of financial records and record keeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements
- Ensure a productive work environment within the finance and accounting department
- Manage and staff financially-related organization committees such as Finance Committee and Audit Committee of the Board
- Attend additional committee and board meetings as needed
- Represent the organization as a member of leadership team

Regulatory and Compliance
- Manage and ensure that all regulatory reporting and compliance obligations are met and adhere to the reporting deadlines
- Lead and manage due diligence process as required by grantors
- Review reporting templates and processes, and provide recommendations to improve efficiency
- Key person to liaise with banks and other institutions to find the best solution for HIH’s operation in terms of control, effectiveness, and costs of the transaction
- Manage external audit process - oversee independent audits
- Work with external auditors to prepare and review audit schedules and annual report of audit findings
- Ensure appropriate insurance coverage is being maintained
- Report risk issues to the Board of Directors in a timely manner

**Staff Management and Training**
- Manage finance department personnel to include hiring, training, delegation of duties, and performance management
- Provide staff training in the areas of budget development, budget management, fiscal accountability, finance procedures, internal control protocols, and more
- Keep abreast with the latest trends in financial accounting and mentor staff. Build capacity of finance staff on financial policies and procedures, GAAP practices, etc.
- Effectively deploy and manage strong processes and controls around cash movement and cash deployment;
- Participate in weekly leadership meetings to discuss direction of the organization and present financial data

**EXPERIENCE AND KNOWLEDGE**
- CPA preferred
- Bachelor’s degree from an accredited college or university in accounting, finance, or business administration, or equivalent. Master’s Degree preferred
- A minimum of ten years of progressively responsible work experience managing the accounting and finance functions in a non-profit agency or companies with large operations and networks, entailing complexities in financial control, accounts consolidation, and cash management
- Experience with organizations with international operations is strongly preferred
- Previous experience with popular accounting software
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations
- Demonstrated ability to organize, direct, and coordinate operations in personnel supervision; the recruitment and retention of key personnel and budget management
- A knack for financial modelling, strong skills in spreadsheets and reporting
- Previous experience/ interest in overseeing Administration functions prefered
- Good communication skills, both verbal and written
- Strong organization and analytical skills
- Consistent attention to detail
- Advanced knowledge and utilization of Excel
- Strong computer literacy to include use of G-Suite and Microsoft Suite
• Ability to interact professionally with HIH staff, Board members, volunteers, and other related agencies
• Ability to work on tight deadlines
• Highest level and proven integrity and work ethic

SUBMISSION PROCESS
Please submit (1) CV or resume and (2) a cover letter describing interest in this position to careers@healthinharmony.org making sure to mark the subject line as: HIH CFO position. Please send an email of interest immediately, and submit your full application no later than January 25th 2022.

ABOUT
Health In Harmony is an international nonprofit organization working to reverse deforestation of tropical rainforests as a solution to global heating. We do this by partnering with communities in and around rainforests, who often have to log, mine, or poach for the cash to pay for healthcare-related emergencies. Health In Harmony's Radical Listening™ approach facilitates community-designed solutions, such as primary healthcare, organic farming skills, reforestation, and small business creation. These solutions preserve tropical rainforests: reversing climate change, improving rainforest community wellbeing, and protecting biodiversity.

Health In Harmony started working in Indonesia in 2007, and in 2019 it expanded to Brazil and Madagascar. In Indonesia, since 2007, Health In Harmony has reduced the number of logging households surrounding Gunung Palung National Park by 90%, reduced infant mortality by 67%, and protected $65 million worth of above ground carbon (Jones et al, PNAS, 2020). These results give Health In Harmony the confidence to scale its model in other rainforests around the world.

Health In Harmony is an equal opportunity employer and is committed to equity as a core organizational value. Applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. Applicants from diverse communities and communities of color are strongly encouraged to apply.