

Job Title: **Manager of Financial Planning, Analysis and Reporting**
Department: **Finance**
Reports To: **CFO**
FLSA Status: **Exempt**

SUMMARY:

- Manages overall Financial Planning, Analysis, Forecasting and Reporting for MAP International.
- Manages preparation and communication for all internal and external financial reporting.
- In conjunction with The Director of International Finance and Auditing, prepares Financial Analyses (budgeting, program funding, donor activity etc.) for all MAP Offices.
- Manages the Planning and Reporting Calendar, Monthly Financial Reporting Package.
- Manages the development of MAP's Annual Operating Plan and Forecasts within the ERP System and trains SMT and other Cost Center Managers in its use.
- Develops Financial and Strategic Dashboard Reports for SMT/Staff and BOD Reporting.
- Assists CFO in developing 3-Year Rolling Strategic Plan.
- Assists CFO in developing MAP's Financial Objectives.
- Provides Support and documentation to the Finance Committee of the Board of Directors.
- Manages the MAP 361 Team to facilitate any financial system issues and development proposals.
- Assists in the overall Financial System Training of MAP's Staff and insures the integrity of the Chart of Accounts and other coding requirements.
- Provide technical accounting support for MAP's Finance Teams.
- Assists in the preparation of MAP's 990 Tax Return and other Government Reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

FINANCIAL LEADERSHIP – 50% of Time

- Provides financial leadership to the Finance Teams in MAP International.
- Coordinates the development and implementation of sound budgeting practices, policies and processes.
- Develop the Forecasting process within the ERP System and train the Senior Management Team and Cost Center Managers in forecasting process.
- Assists the CFO to appraise the organization's financial position and issues periodic reports on organization's financial stability, liquidity, and growth.
- Supports the CFO in analyses, studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Supports the CFO to provide financial management and leadership to cost center heads and staff of MAP.
- Provides financial analysis support in the areas of budgeting and planning on a variety of projects.

MANAGEMENT SUPPORT – 25% of Time

- Assists the CFO in the development of MAP's Annual Operating Plan
- Assists the MAP 361 Team to facilitate any financial system issues and development proposals.
- Assists in the overall Financial System Training of MAP's Staff and insures the integrity of the Chart of Accounts and other coding requirements.

- Manages the financial information provided to the MAP BOD Finance Committee.
- Provides assistance to the International Finance Teams in related financial information and related activities.

FINANCIAL INFORMATION MANAGEMENT – 20% of Time

- Manages MAP's overall budgeting and planning process, including the management of the planning calendar, budgeting and planning documentation, reporting and financial management support.
- Provides monthly analysis of financial results compared to the budget.
- Develops financial and strategic dashboard information to be communicated to SMT and the MAP Staff.
- Develops financial reports to assist Management and the BOD to understand MAP's financial condition.
- Provides financial support for the 3-Year Rolling Strategic planning process.
- Manages the MAP 361 Team to facilitate development of reporting tools and overall maintenance of the ERP system.

STRATEGIC TEAM DEVELOPMENT - 5% of Time

- Provides strategic support and analysis to CFO in the areas of financial operations.
- Provides strategic financial systems reporting and analytical support.
- Analyzes and directs development of planning and analysis team.
- Holds one-on-one review meeting with Team to provide feedback and encouragement.
- Holds scheduled development meetings to analyze progress and to encourage growth.
- Attends all MAP staff meetings.
- Participates in other MAP Team development activity.

SUPERVISORY RESPONSIBILITIES

The Position supervises the Sr. Financial Analyst. It is responsible for the overall direction, coordination, and evaluation of maintenance employee and projects assigned to position. It carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Its responsibilities include interviewing, employment and training employees; planning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ORGANIZATIONAL RELATIONSHIPS:

The position interfaces with the following:

Internally:

Office of the President

Finance

Int'l Programs

GEMS

Resource Development: VP, SPO's, CRO's & PDO's

IT:

HR:

MAP 361 Team

Externally:

Unit4 and Unit1 software programmers

MAP's BOD Finance Committee

QUALIFICATIONS:

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (BA) from four-year college or university, preferable in the accounting field; CPA License and Masters work very helpful; and three to five years non-profit related experience or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES:

- Good communications skills – interpersonal, written and verbal.
- Good computer software skills. (Excel, knowledge of ERA, Visio, SharePoint system)
- Good understanding of accounting and auditing principles, budgets, forecasts, and cost control.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Knowledge of non-profit accounting methods and procedures. US GAAP (Generally Accepted Accounting Principles).
- Ability to teach and explain accounting and financial concepts across cultures and accounting standards within an international organizational setting.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must be able to travel, specifically involving long-haul International flights. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus during significant computer related work.