



June 3, 2021

The Global Child Nutrition Foundation (GCNF) is seeking a **part-time Finance and Administration Coordinator**.

**Responsibilities:** The Coordinator's primary responsibility will be to implement financial and administrative actions on behalf of GCNF.

The position is part-time, averaging 20 hours per week. It requires a confident individual with experience in bookkeeping and use of finance systems, as well as general office procedures. The incumbent is expected to maintain and improve ongoing financial and administrative processes, procedures, and policies as needed. This person should be efficient at handling multiple priorities, work efficiently, take initiative, be organized, and be a team player with a great attitude.

The Coordinator is expected to manage the day-to-day, month-to-month, and year-to-year financial and administrative processes that enable GCNF to carry out its mission and priority programs. Noting that GCNF is a small organization with a limited set of core activities but with programs and projects that peak and ebb in any given year, the responsibilities of the Coordinator are to:

1. Facilitate the financial and administrative processes to support GCNF's accounts payable and accounts receivable processes including preparing check/wire requests, invoicing, processing travel/expense vouchers, depositing checks, coordinating payroll and benefits, facilitating online merchant services, and documenting all of these processes to the standards as outlined by the Generally Accepted Accounting Principles (GAAP) in the United States.
2. Liaise with the bookkeeping service that GCNF contracts with to ensure proper bookkeeping of all of GCNF's financial transactions including the monthly reconciliation of all bank and credit accounts, all income and expense transactions, all in-kind transactions, and all liability and equity of the organization to standards as prescribed by GAAP.
3. Prepare all monthly financial reports for review by the Executive Director and the Treasurer of the Board.
4. Monitor credit card and bank accounts.

5. Work with relevant staff, consultants, and funding entities to develop and monitor project budgets.
6. Assist Executive Director and Finance Committee in development and tracking of annual budget.
7. Liaise with the Auditor to conduct a standard audit of GCNF's annual financial statements. The Coordinator will provide the auditor with all requested financial statements and supporting documentation. The Coordinator will provide needed data and oversee the preparation of the audit, ensuring that it is accurate and completed on time.
8. Prepare and submit all necessary registration documents to guarantee GCNF's legal registration at the Federal, State, and local levels including maintaining GCNF's registered agent service and any required state charitable solicitation registrations.
9. Maintain relevant GCNF insurance policies.
10. Research and coordinate costs and solutions for the purchase of equipment, supplies, travel, software, subscriptions, and other items needed to support GCNF's operations and programs.
11. Support the financial and administrative aspects of GCNF's fundraising and communications campaigns and activities.
12. Ensure that all donations and fundraising activities are documented in compliance with GCNF's status as a 501(c)3 organization.
13. Manage outgoing and incoming correspondence and mail related to administrative and financial matters.
14. Coordinate and maintain records of staff and consultant contracts.
15. Provide other financial support as requested.
16. Provide ad hoc administrative and event support as needed to staff and consultants, including to those based overseas.

### **Qualifications**

- Associate's or bachelor's degree in accounting or related field (or extensive and proven success in previous roles)
- Previous finance and accounting experience in a nonprofit environment
- Knowledge of accounting principles, fund accounting, GAAP, nonprofit accounting, laws, tax codes, government regulations, and best practices
- Skilled in QuickBooks, spreadsheets (Excel or other), Google Workspace, Zoom, and Microsoft Office
- Respect for and ability to work with people of diverse backgrounds and styles
- Commitment to confidentiality in managing sensitive information
- Exceptional attention to detail, skilled in research and analysis
- Ability to manage competing priorities and self-direct to meet strict deadlines
- Strong verbal and written communication skills – ability to communicate complex financial information clearly and concisely

- Ability to work effectively both in a virtual environment and in person

The position may be remote/located anywhere in the USA. Reliable access to internet and phone is required. Company computer and software provided. Regular virtual meetings are required.

### **Compensation**

Salary: TBD, based on experience

### **To apply:**

- Please email your application to [info@gcnf.org](mailto:info@gcnf.org) with the subject line: “Finance and Admin Coordinator” by June 26. Applications and interviews will be held on a rolling basis, so we encourage you to apply as soon as possible. Three professional references will be requested from final candidates.

Your application should include:

- A resume, a customized cover letter outlining why your experience makes you the best fit for this position, and (optional) link to an updated LinkedIn profile.

### **About GCNF:**

GCNF is a non-governmental, non-profit, (501c3) organization based in the United States that works with governments, businesses, and civil society organizations to support school meal programs that help children and communities thrive. GCNF provides training, technical assistance, peer-to-peer learning and networking opportunities to help governments build national school meal programs that are nutritious, locally-sourced, and ultimately independent from international aid.

Founded in 2006, GCNF is registered to operate in both Washington and Virginia. GCNF’s annual budgets over the past five years have ranged from roughly \$500,000 to \$1 million. Its small staff (averaging about three employees per year) is supplemented by the services of international and domestic consultants, volunteers, interns, contractors, and—on occasion—by members of its Executive Board.

While we are a very small organization, we have an excellent reputation globally, an extensive international network, and a mighty ambition.

For more information: <https://gcnf.org> or [info@gcnf.org](mailto:info@gcnf.org)