Senior Finance Manager

UNITED STATES

ABOUT YLABS

YLabs is a leading global design and research organization working to improve health and economic opportunity for young people 10–24 years old. Founded in 2016 at the Harvard Innovation Lab, YLabs has worked in Sub Saharan Africa, South Asia, and Central America in partnership with young people to design health programming to address key challenges in sexual reproductive health, HIV/AIDS, and mental health. Find out more about our projects here: https://www.ylabsglobal.org/work

Our team of physicians, designers, economists, researchers, public health professionals, and educators bring a unique mix of human-centered design, adolescent health, economic and health outcome evaluation, behavioral science, and implementation know-how to the global problems facing youth.

We have offices in Berkeley, California, US and Kigali, Rwanda.

JOB SUMMARY

YLabs is seeking a **Senior Finance Manager** to join our Operations & Finance team. A successful candidate will be a hands-on, participative manager and will lead the organization’s financial management and grant management activities, and the reporting of the organization’s financial health to support strategic decision making. This is an opportunity for an emerging nonprofit finance leader to support the growth of an innovative, high-impact organization by owning and strengthening our financial infrastructure. The person in this role will be both an independent executor as well as a collaborative manager; a strong attention to detail, willingness to continuously be learning, and creativity for making systems improvements are all key requirements.

The role will be supported by our wider Operations & Finance and Programs teams and supervised by our Operations Lead with oversight by YLabs’ contractor CFO and accounting staff, Chief Executive Officer, and Board of Directors. The role will supervise our Finance Manager and manage the relationship and work plan of our external accounting firm.

This is a full-time position which requires the ability to legally work in the US. While a majority of our US staff live in the Bay Area, there is no requirement for this role to be based out of California. If you choose to work remotely, it will be necessary to travel to the Berkeley office at times for in-person meetings, our annual retreat, and/or other miscellaneous events. This travel is covered by YLabs.

ABOUT YLABS’ COMPENSATION

YLabs adheres to Project Fair’s principles and standards to establish equity in pay with the overriding principle of “equal pay for work of equal value” outlined in the Sustainable Development
Goals. All salary ranges are based on level within the organization and are competitive to regional and national salary benchmarks, based on the respective office location.

PAY RATE
The pay range for this position is $90,000 - $100,000 USD per year, commensurate with experience.

YOU WILL:

Grant Management
- Conduct all grant and contract financial reporting to our donors, with support from our Programs team
- Prepare annual submissions for our Negotiated Indirect Cost Rate Agreement (NICRA) package for our federally funded grants and ensure year-round compliance with our NICRA rates
- Collaborate with our Growth team to review budgets for new bids and set up new project financial reporting
- Facilitate a smooth handover process between the Growth and Programs team to the Operations & Finance Team to integrate new projects into our financial systems

Compliance
- Ensure our organization remains compliant with non-profit tax requirements and federal grant contracting provisions
- Design and implement financial policies and procedures that strengthen our organization's financial processes, in collaboration with other members of the Operations & Finance and Programs team(s)

Financial Management
- Oversee accounting activities related to our monthly close across all offices, with support from additional internal and external finance staff
- Oversee our yearly organizational budgeting process
- Oversee our accounts payable and accounts receivable processes
- Lead all activities related to our annual A-133 federal audit
- Build financial models for forecasting and scenario planning, including robust cash flow analyses, revenue forecasts, and asset management
- Own the iteration and implementation of our organization’s financial management software and tools
- Manage the relationship and work streams of our third party accounting firm

YOU ARE:
- An excellent communicator with strong interpersonal skills with demonstrated experience in effectively communicating key data to senior management, the Board of Directors, and/or other outside partners
- Highly detail oriented
- Able to simplify and communicate complex financial concepts to individuals at all levels including finance and non-finance managers
- Able to independently navigate between executing day-to-day accounting and financial tasks and supporting long-term organizational financial initiatives
- An efficient prioritizer who can manage and effectively delegate multiple tasks and priorities
- Excited by the opportunity to work in a highly collaborative, multi-disciplinary, diverse global team
- A proactive, hands-on strategic thinker who will own the responsibility for finance, in partnership with the Operations Lead, the contractor CFO, and the CEO
- Curious and forward-looking with keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting
- Flexible, adaptable, and level-headed in light of changing circumstances and scenarios
- An enthusiastic facilitator with a passion for training others to build collective capacity and understanding of non-profit financial management

YOU HAVE:

- Personal qualities of integrity, credibility, and unwavering commitment to YLabs’ mission
- BA/BS or higher degree in nonprofit financial management, accounting, business, or a related field
- Five or more years of experience managing grants and/or nonprofit finances
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants
- Demonstrated experience leading annual audit activities and managing reporting, accounts payable and receivable, general ledger, payroll, and accounting for investments
- Experience developing and analyzing organizational budgets and can provide detailed review of new project and program budgets
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Sound knowledge of non-profit tax and legal compliance requirements
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context
- Advanced proficiency with Quickbooks accounting software, spreadsheets and data management systems
- Demonstrated commitment to ongoing learning and professional development to enhance your knowledge and skill set in your field(s) of expertise

DESIRABLE:

- Familiarity with federal grant compliance, NICRA, A-133 audits, and reporting
- Familiarity with other financial management software, including Bill.com and Expensify
- Ability to develop and maintain financial models to inform strategic decision making and risk mitigation
- Strong technological fluency to learn and utilize tools and software to improve our financial systems
- Experience managing and/or training staff in multiple global regions
- Familiarity with financial coordination across all of YLabs’ global offices and areas of work and financial practices in East Africa
APPLICATION PROCESS
To apply, send a resume and cover letter to talent@ylabsglobal.org with the subject line: Senior Finance Manager - USA. All of your information will be kept confidential according to EEO guidelines.

This posting will be open for three weeks from June 16, 2022. Applications will be reviewed on a rolling basis by our Hiring Committee. YLabs recognizes the effort that goes into submitting an application; all applications received during the posting period will be reviewed, and all candidates will be notified of their application status once the hiring process begins.

All YLabs offers of employment are conditional on satisfactory background check and criminal record clearances.