



Position: Financial Analyst
Department: Finance
Reporting to: Chief Financial Officer (CFO)
Organization: Maplewood NJ or Remote

StrongMinds (www.strongminds.org) is a dynamic and fast growing 501(c)(3) social enterprise that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited.

Since its start in 2014, StrongMinds has treated nearly 230,000 women and adolescents with depression in Uganda and Zambia. **We are the only organization scaling a solution to depression in Africa with a potential to serve millions in the next ten years and to expand to other geographical regions.**

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the New York Times, Forbes, BBC World Service, and the Stanford Social Innovation Review, we are described by UK organization Founders Pledge as the most cost-effective mental health organization working in the developing world and by Charity Navigator as a highly rated, high-impact charity.

Position:

We are hiring a full time (40 hours per week) Financial Analyst to join our fast-paced, results-oriented team focused on fueling our rapid scale up. The Financial Analyst will report to and provide crucial support to the Chief Financial Officer (CFO). They will work closely with the field office finance teams as well as program, communications and development staff. The Financial Analyst position will involve the knowledge and application of accounting procedures, generally accepted accounting principles, cost accounting principles, grant management, financial analysis, reporting and budgeting.

This is an exciting opportunity to be involved in several different aspects of an entrepreneurial social impact organization with an international focus. It is a great role for someone who can solidly perform the monthly close and wants to increase their experience in and take ownership of budgeting, grant management and analysis. There is tremendous room for growth.

Responsibilities:

- **Budgeting**
 - Serve as a partner to programmatic and organizational budget owners in the budget development and tracking process.
 - Development budgets for fundraising proposals.
 - Review affiliate budgets.
- **General Ledger**
 - Review work of external bookkeepers.
 - Responsible for ensuring that supporting schedules, source documents and general ledger integrity are maintained.
 - Oversee grant and functional accounting, ensuring proper booking coding and allocation of all transactions.
- **Policies/Procedures/Controls**
 - Responsible for keeping the organization compliant with changes in accounting pronouncements and tax regulations as well as internal policies and procedures.
 - Implement policy and procedures changes.
- **Reporting**
 - Prepare financial reports to stakeholders including consolidated financial statements, financial dashboard, cash flow, and forecasting.
 - Manage restricted funds tracking.
 - Prepare grant funder specific financial reports.
- **Analysis**
 - Conduct periodic meaningful analysis of financial performance relative to grant requirements and budget and identify cost drivers and areas for improvement.
 - Conduct special research projects relating to organization cost effectiveness.
 - Develop business models to facilitate understanding of relative costs and to aid in strategic and tactical decision making.
- **Audit**
 - Manage or undertake internal audits and monitoring of internal controls which may include field office visits.
 - Assist in external audit processes and implement improvement recommendation.
- **Funding**
 - Respond to donors' finance related due diligence inquiries.
 - Partner with the development team to implement a robust grant management system so that billing, and collection and reporting schedules are adhered to.
 - Brief relevant staff and finance team on new grants including staff time allocations, budget management, spend down requirements and allowed expenses. Provide ongoing guidance to finance and non-finance staff and coordinate efforts to ensure compliance with donor requirements.
- Other duties as assigned

Skills, Abilities and Experience

- Bachelor's Degree in Finance, Accounting Economics, Mathematics or related area
- Three to five years of international non-profit experience
- Grant management experience, preferably including USAID
- QuickBooks Online proficiency
- Advanced Excel skills (required)
- Quick and deadline focused
- Accurate with attention to detail
- Able to work independently and manage up
- Curious and not shy to ask questions
- Well organized
- Ability to synthesize important information efficiently and effectively
- Humility and an eager desire to learn
- Dedicated to and passionate about the mission of StrongMinds
- A world class sense of humor

The successful Financial Analyst will also be expected to embrace and role model the core values of Strong Minds:

- We are people-focused
- We think big and act fast
- We are data-driven
- We do what we say and say what we do
- We believe in collaboration, not competition

To Apply

As part of a rapidly growing NGO this role has potential for advancement. Smart, aggressive and ambitious candidates are encouraged to apply.

Please submit a thoughtful and brief cover letter and resume to Susan Ryan via email at sryan@strongminds.org mentioning 'Financial Analyst' in the subject line.

StrongMinds provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type regarding race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.