

POSITION ANNOUNCEMENT

FINANCE MANAGER



WHAT WE DO

International Relief Teams is a nonprofit humanitarian organization dedicated to alleviating human suffering caused by poverty, disaster, and neglect – from the forgotten corners of the world to right here in San Diego – by sending relief supplies, financial support, volunteer teams, and other assistance to where it is needed most. In the last year alone, we have provided support in Asia, Africa, Eastern Europe, Latin America, the Middle East, Mexico, and the U.S. Since our founding 35 years ago, International Relief Teams has deployed more than 7,500 volunteers and delivered more than \$674 million in aid to 76 countries worldwide.

While our overall impact is quite significant, what has been key to International Relief Teams' success is that we have remained small and nimble. Our number one priority is to identify the most efficient way to deliver aid where it is needed most. To this end, we have developed an incredible ability to work in-country with highly effective organizations and leaders on the front lines of humanitarian challenges. As partners, we work together to accomplish mutual goals in alleviating human suffering by leveraging resources to achieve the greatest impact. Our programs fall into two general impact areas:

- **Disaster Relief** – We provide relief supplies (food, water, hygiene kits, medicine, medical supplies, construction materials, etc.) and/or construction volunteers as needed in response to natural and man-made disasters, internationally and here in the U.S.
- **International Development** – Our Building Healthy Communities programs focus on providing long-term, sustainable solutions that empower communities and promote self-sufficiency. This includes providing sustainable food, water, and shelter that align with community needs; medicine and medical supplies to hospitals and clinics around the world; meeting the nutrition needs of orphaned children; and providing and delivering food to local schoolchildren in San Diego. In the area of development work, there is a great and exciting opportunity for growth.

LEADERSHIP & CULTURE

Based in San Diego, our 8-member team is passionate about alleviating human suffering around the world. Although we are a well-established organization with strong financial reserves and 35 years of history, we embrace the culture and operating ethos of a startup. For us, this means thinking creatively, encouraging innovation, moving quickly, and accepting an element of risk, as and when required. International Relief Teams is governed by a dedicated and supportive Board of Directors.

The Finance Manager will report to our COO, and work closely with the CEO. The finance manager will also have a report line and work closely with our fractional CFO.

COMPENSATION & BENEFITS

- Salary – \$100,000
- Monthly stipend for medical insurance
- 401(k) with a 25% employer match. (Eligible to participate after 3 months of employment.)
- PTO: 1 week of paid time off available after 6 months of employment (increases to 2 weeks of paid time off after 1 year), 40 hours paid sick leave, 9 paid holidays, including the week between Christmas and New Year's Day, except in the event of an emergency.
- Every other Friday off

LOCATION

This is an onsite position, based in our corporate office located at 3545 Camino del Rio South, Suite A, San Diego, CA 92108. International Relief Teams' staff have every other Friday off.

POSITION SUMMARY

Reporting to the COO and backed by an external Fractional CFO, the Finance Manager provides support in managing International Relief Teams' \$7M annual operating budget and oversees our financial operations. From managing monthly financial close processes to ensuring compliance with internal policies and procedures, regulations, and donor restrictions, the Finance Manager will play a pivotal role in maintaining financial accuracy and transparency. This is a highly collaborative role, serving as a thought partner to our leadership team and staff on budgeting, reporting, programs, fundraising, and strategic decision-making. The Finance Manager will also support HR activities, liaise with external partners, and support our compliance with legal obligations.

DUTIES & RESPONSIBILITIES

- Manage and execute the monthly financial close process, ensuring all costs incurred are properly and timely recorded, prepare and process journal entries, prepare balance sheet accounts reconciliations, and produce reports.
- Manage Accounts Payable cycle, payroll entries, bank reconciliations, and fixed assets schedule.
- Ensure all contributions are properly recorded and donor restrictions are managed.
- Create analytical reports as necessary or requested by the leadership team.
- Support the compilation of information for the preparation of annual tax returns and any legal or operational filing obligations.
- Collaborate with the Fractional CFO and auditing services to ensure proper compliance with all regulations.
- Participate in the ongoing development and establishment of accounting policies and procedures and operational strategies, including the review and implementation of process and system changes.
- Maintain and renew insurance policies, contracts, and permits.
- Execute required reports and filings with the applicable governmental and non-governmental entities.
- Assists the COO in various HR activities, including payroll, 401k records, reports, and collaborating with the outsourced HR agency to ensure compliance with current employment laws and regulations.
- Acts as a liaison with partner organizations, international shippers, and beneficiaries for the procurement and delivery of medicines and medical supplies.

BACKGROUND PROFILE

- Passion and appreciation for global humanitarian work.
- Bachelor's degree in accounting, finance, or a business-related field required.
- Strategic and hands-on approach to finance, accounting, and operations; adept at analysis, business planning, budget development, and forecasting.
- Successful leadership and management experience in finance and business operations and proficiency with accounting software; experience with Blackbaud Financial Edge and Raiser's Edge a plus.
- A self-starter with strong leadership skills, a collaborative spirit, strong project management skills, and the ability to work independently while managing multiple projects and deadlines.
- Effective communication skills, written and oral; comfortable communicating key data points and presenting to a variety of stakeholders.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

Sarah Thompson, Senior Director, Blair Search Partners
1855 1st Ave., Suite 300, San Diego, CA 92101
sarah@blairsearchpartners.com