



CHIEF FINANCIAL OFFICER WASHINGTON, D.C.

About PAI

At PAI, we are motivated by one powerful truth: A woman who is in charge of her reproductive health can change her life and transform her community. PAI is a global organization that works with policymakers in Washington, D.C. and our network of global partners to advocate for accessible, quality health care and advance the sexual and reproductive rights of women, girls and other vulnerable groups. PAI champions progressive policies and funding that make sexual and reproductive rights a reality for all. We fight to remove the policy barriers between women, girls and other vulnerable groups and the quality care — including contraception and safe abortion — they need and deserve.

We achieve excellence not by simply representing different identities, but by listening to, understanding and making room for others to thrive. Diversity, equity and inclusion goes beyond representation, and we're committed to creating an inclusive and equitable workplace.

For over 55 years, PAI has been at the forefront of global efforts to educate and influence key policymakers in donor countries, low- and middle-income countries and international institutions in order to support expanding access to sexual and reproductive health care services around the world.

The CFO Search

PAI is seeking a dynamic individual who embraces leadership, collaboration and strategy to lead all financial accounting, audit and reporting functions of the organization, as well as to serve as a member of the senior executive team and head a department of financial staff. This is an extraordinary opportunity for a leader with a minimum of 10 years of executive accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to the executive team, boards of directors and external stakeholders. With an annual budget of \$17 million, PAI is a nonprofit with multiple programs primarily funded by foundations.

Reporting to the president and CEO, the successful candidate will be expected to devise, implement and administer PAI's overall financial plans, programs and policies; oversee fiscal compliance with all regulatory and/or governing bodies; and manage a staff of accounting/finance professionals. In addition, the chief financial officer (CFO) serves as a business partner to the Audit and Finance Committee of the board of directors, provides support to the needs of the leaders and executive management and leads and stewards a global base of accounting relationships, entities and regulations.

The CFO will oversee PAI's financial growth through the establishment and implementation of a supporting infrastructure (financial/accounting systems, finance/accounting staff, controls and procedures); direct the development and establishment of accounting policies and procedures relating to PAI's financial planning, planned giving, budgeting, reporting and control; and ensure compliance with generally accepted accounting principles (GAAP) and federal regulation requirements.

Essential Duties and Responsibilities

Finance Leadership and Strategy

- Serves as a senior adviser and thought partner within the PAI executive team on financial processes, forecasting, management, compliance and reporting.
- Develops and executes a strategic plan for PAI's finance and accounting function that strengthens accounting practices, facilitates organizational management and manages and builds PAI's unrestricted cash reserves for strategic flexibility.

- Leads and oversees long-term and short-term financial planning, forecasting, budgeting and investment management for the organization.
- Develops, tracks, reports and presents on key financial metrics to assess the overall health of the organization.
- Maintains the organization's primary forecasting and budget development tools and initiates and implements the annual budget development process.
- Works closely with the development (fundraising) team to build revenue forecasts and reconcile between Salesforce and Sage Intacct.
- Provides direct support to the development (fundraising) team on proposal budgets, foundation financial reporting, charitable revenue reconciliation and strategic guidance.
- Possesses a depth and breadth of fiscal management experience that enables the CFO to translate complex financial information to the entire organization to ensure there is a strategic understanding of the fiduciary role and responsibilities within the organization.
- Remains up to date on nonprofit accounting and audit best practices as well as state and federal law regarding nonprofit operations.
- Leads, directs, monitors and manages a cohesive finance department and team.
- Acts as the liaison with board treasurer and the budget and finance and audit committees of the board of directors, and prepares analysis and reports as needed to support board and committee meetings.
- Supports the chair of the budget and finance committee in regularly convening the budget and finance committee of the board of directors.

Finance and Accounting Operations

- Ensures that all finance and accounting operations are completed according to GAAP standards and regulatory requirements, including:
 1. Completion of cash reconciliations, account reconciliations, accounts receivable transactions, fixed asset activity, accounts payable transactions, recording of revenues and expenses;
 2. Oversight of all accounts, ledgers and reporting systems;
 3. Oversight of month-end and annual closing processes by ensuring the accurate preparation of recurring journal entries and monthly balance sheet account reconciliations (prepaid, advances, accrued expenses, deferred rent, etc.) and that all supporting schedules are maintained for accuracy; and
 4. Management of organizational cash flow forecasting and assets between PAI bank accounts.
- Creates and presents timely and accurate monthly, quarterly and year-end financials that meet monthly reporting standards to various audiences, including the executive team and executive committee of the board of directors.
- Ensures accuracy and timeliness of monthly project and program reports, and ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.

Audit and Internal Controls

- Develops and maintains internal control policies and procedures consistent with nonprofit best practices.
- Supports the chair of the audit committee in regularly convening the audit committee of the board of directors.
- Leads the annual audit and preparation of form 990 ensuring the timely delivery of PBC items to auditors and acting as the liaison with the both the audit partner and the chair of the audit committee of the board.
- Leads the rebid of the audit firm, if required.
- Ensures that the investment accounts are properly aligned with the approved investment policy statement and related performance activity is accounted for each month on a timely basis, within established standards.

Qualifications

- Master's degree in management or finance or a bachelor's degree with equivalent combination of education and work experience; CPA is a plus.
- A minimum of 10 years of successful professional experience in financial roles of increasing responsibility with well-regarded global companies or organizations, with at least several years in a senior leadership role.
- Fully familiar with fund accounting and cost recovery in a nonprofit setting.
- Experience leading audit activities, project budgeting and reporting, ad hoc analysis, accounts payable and receivable, general ledger, payroll, fixed assets, investment oversight and accounting for investments.
- Knowledge and experience using Sage Intacct, Concur and Bill.com are preferred.
- A track record in grants management as it relates to compliance and reporting of foundation grants, as well as with grant budgeting, is essential.
- Experience with awarding and accounting for subgrants to recipient organizations located outside of the United States.
- Experience working with board of directors and senior leadership teams and providing strategic advice on organizational financial status and long-term financial planning.

PAI believes it is strengthened by the diversity of its staff, and welcomes such diversity, including race, gender identity or expression, sexual orientation, age, educational attainment, disability and veteran status. PAI welcomes applications from people of all cultures, backgrounds and experiences, and strongly encourages people of color and persons with disabilities to apply. PAI actively cultivates an institutional culture that reflects the values of respect, equity and inclusion that it seeks to amplify in its work. PAI offers a flexible workplace and a competitive benefits package.

Salary range:

\$150,000 to \$175,000

PAI offers a comprehensive benefits package that includes health, dental and vision care, direct contribution 403(b) retirement plan, flexible spending account, tuition reimbursement and personal professional development funds.

To apply:

Please submit your resume with a cover letter to CFOsearch@pai.org.

Please note: Currently, this position will function as a remote role, but will be based in the Washington, D.C, office when the office reopens.

Candidates must be authorized to work in the United States.

Applicants will be reviewed on a rolling basis.