

Job Title: Program Officer, USAID Participant Training Programs

Organization: IIE

Location: Washington, DC

IIE is a global leader in promoting international academic exchange. IIE's mission is to help people and organizations leverage the power of international education to thrive in today's interconnected world. Our work advances scholarship, builds economies and promotes access to opportunity.

IIE develops and implements many of the world's most effective and prestigious scholarship and training programs, including the Fulbright Program on behalf of the United States. We help governments and corporations develop an educated workforce and prepare students and professionals to succeed in the global economy. And we provide opportunities to underserved populations, protect scholars and students in danger and encourage teaching and learning across cultures.

The Controller leads and directs the accounting and financial reporting activities at IIE. The position is responsible for the general ledger, payroll, revenue, billing, accounting, accounts payable, accounts receivable, international accounting, audits and external financial reporting. The position has functional responsibility for maintaining the organization's accounting policies, procedures and financial controls. Working with IIE's Chief Financial Officer (CFO), the position is involved in supporting presentations to the board and will work closely with the senior leadership team.

Essential Functions

- Directs all operational accounting activities of the organization, including but not limited to: general ledger, financial close, cash and banking, expense and revenue accounting, billing, accounts payable and receivable, payroll (including taxes and reporting), time accounting, taxes on grants and expense report processing. Ensures accurate and timely processing of the functions listed above.
- Directs external financial reporting activities and ensures accurate and timely dissemination of financial reports, including but not limited to: financial statements, Form 990, Single Audit, NICRA submissions, and annual audits. In addition, provides guidance and develops practices and procedures for IIE's International Office finance teams.
- Directs revenue, billing, and accounts receivable accounting to ensure the accurate and timely management of all accounts receivable aging components, including: billing, cash receipts application, grant administration; quarter and year-end payroll closing, and applicable federal and state reports.
- Oversees all accounts, ledgers, and reporting systems to ensure compliance with GAAP standards and regulatory requirements. Maintains robust internal controls and safeguards for all financial operation and reporting activities.

- Makes recommendations and decisions concerning employment, termination, performance evaluations, salary actions, etc., for a team of approximately 30 employees. Prioritizes, organizes, distributes, and coordinates the flow of work for the team. Guides team performance and implements efficiencies. Ensures prescribed policies, procedures, and schedules are followed. Ensures that team priorities are aligned to meet organizational goals. Occasionally supervises or directs consultants and temporary employees.
- Periodically reviews and analyzes financial statements and information, and provides management updates as required. Supports the CFO in engaging the board's audit and finance committees

Education and Work Experience:

- Requires an advanced degree in order to apply subject matter of a specialized technical discipline.
- Requires at least ten (10) years of related work experience.

Other Knowledge, Skills and Abilities:

- CPA is required.
- Experience using all modules for PeopleSoft FSCM 9.0 or later is preferred.
- Substantial, progressively responsible experience in a corporate accounting environment.
- Non - Profit accounting experience preferred.
- Worked for an organization with annual revenues of at least \$100 million or more.
- At least five years of direct experience working as a Controller or in a senior position in an Accounting or Controller Department.
- Knowledge of federal grants is preferred.
- Demonstrated organizational leadership and people management skills.
- Flexibility and the ability to thrive in a fast-paced environment while meeting deadlines. \

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To apply, please visit: <https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/2465>