

Vice President, Finance – DKT International

Job Description

DKT International seeks a Vice President of Finance to direct the finance and accounting functions of a large, complex, non-profit using social marketing to address public health needs in over twenty developing countries. DKT International has a \$150 million annual budget with most of its revenue based on product sales in its targeted markets overseas. In addition to strong technical skills in all aspects of not-for-profit financial management, the successful candidate will demonstrate the ability to think strategically, anticipate issues that may prove disruptive to DKT's business model and communicate effectively with the senior management team and country directors and country finance staff based in developing countries. The position is part of DKT's senior management team, is based in Washington, DC, and reports to the Chief Executive Officer.

Management responsibilities include responsibility for all aspects of DKT's finance and accounting functions worldwide to ensure timely and responsive financial reporting, effective internal controls, and a high level of support to program activities at DKT's headquarters in Washington and country programs overseas. Specifically, the Vice President-Finance:

- Oversees worldwide accounting for DKT, managing five direct reports in Washington and twenty indirect reports overseas.
- Works with the senior management team and field offices to ensure strong oversight, management, and facilitation of finance functions.
- Leads DKT's annual consolidated audit, coordinating with DKT's independent external auditor and assisting as needed with local audits conducted at field offices. Ensures the timely filing of DKT's Form 990.
- Ensures that a complete set of financial reports is available to management on a monthly/quarterly basis and interprets those reports for the senior management team and, as required, the DKT Board.
- Reviews monthly field reports, including bank reconciliations.
- Manages Corporate cash flow
- Works with the CEO to oversee DKT's investment advisors and manage the investment of DKT's unrestricted net assets.
- Designs, documents, and maintains accounting policies and procedures as well as internal controls for DKT headquarters and provides guidance to field offices in developing consistent policies, procedures and internal controls for local use.
- Manages reporting for grants and assists with budgeting for grant proposals
- Coordinates with DKT's independent internal auditor to review and implement recommendations from internal audit reports
- Working with HR, manages DKT's payroll, and administers DKT's 403(b) plan.
- Ensures appropriate insurance coverage for DKT operations worldwide.

Qualifications:

- An accounting or finance degree
- CPA or MBA preferred
- Minimum of ten years' experience working in either the for-profit or non-profit sectors. Public accounting and international experience are desirable.

- Strong verbal and written communications skills.
- Ability to build and inspire teams.
- Experience with SAP Business One accounting software or similar ERP solutions.
- Understanding of issues involved with audits of non-profit organizations with multiple sources of funding, including grants, contributions and product sales revenue.

The candidate must share DKT's enthusiasm for providing and promoting contraceptives in developing countries and should be comfortable with all aspects of family planning and reproductive health, including abortion.

This position requires a person who is accustomed to and enjoys working largely on his/her own with minimal supervision. Should have strong time management, organizational, and relationship-building skills. Candidates should be results oriented, success-driven, self-motivated, problem solving, comfortable with risk-taking and impatient with bureaucracy. A very strong sense of ethics, honesty, and integrity are assumed.

Company Description

Since 1989, the nonprofit social business DKT International has been promoting family planning and HIV/AIDS prevention through social marketing in the developing world. DKT has programs in 21 countries and, in 2014, provided and sold over 550 million condoms, 86 million cycles of oral contraceptives, 20 million injectable contraceptives, 2.4 million IUDs and nearly 10 million misoprostol pills. This served over 25 million couples, making DKT International one of the largest private providers of contraceptive products and services in the developing world.

DKT has been recognized as a nonprofit leader in the area of financial accountability and efficiency. DKT International has been awarded a coveted 4 stars for financial efficiency by Charity Navigator. Every year DKT's innovative programs are saving more lives and improving the health of families in Latin America, Africa, and Asia. For more information, visit www.dktinternational.org or follow us on Twitter @dktchangeslives.

Please submit your letter of interest, CV, and reference to recruiting@dktinternational.org