

Title: Financial Director
Department: Administrative
Reports to: Board of Directors
Location: US

Organizational Profile:

Project Muso Ladamunen (PML) is a rapidly growing non-profit organization that operates in Yirimadjo, Mali, a West African ranked the 5th poorest in the world. A partner project of Partners In Health and the Malian Ministry of Health, PML brings together health care delivery, non-formal education, microfinance, and community action to address the root causes of disease. Through action, training, research, and advocacy, PML works with communities in Mali to stop cycles of poverty and disease, and create cycles of health and wellbeing in their place. PML is a joint project executed by a partnership between the US-based 501 (c) (3) non-profit corporation Under the Baobab Tree (UBT) and the legal Malian Association Action Development Social (ADS).

Job Description Overview:

PML is accepting applications for the part-time volunteer position of Financial Director to coordinate and shape PML's financial management systems. By reinforcing the organization's transparency, accountability and efficiency, the Financial Director will enable PML to provide life-saving and life-changing services to thousands of the world's poorest citizens. The Financial Director will play a crucial role in facilitating PML's rapid growth and ambitious mission, and will help PML make the case that it is possible to transform conditions of poverty through high-impact, well-organized, efficient and transparent efforts. This unpaid position offers an opportunity to impact the lives of thousands of people and shape PML's growth at a pivotal moment.

Though based in the US, the Financial Director will work closely with several members of PML's team both in the US and in Mali, including PML's Mali-based Financial Manager and our National Coordinator. The Financial Director is responsible for strengthening the organization's financial management strategy and systems. The position will involve tracking the flow of resources into and out of the organization for the Board and external stakeholders as well as working closely with the Malian team to ensure rigorous record-keeping and transparency.

Dedication, readiness to learn, organization, and reliability are essential. Skill and experience with accounting, financial software, and production of financial reports is helpful but not required. French skills are also very helpful but not required.

The Financial Director plays a crucial role strengthening the transparency and efficiency of PML's rapidly growing organization, enabling us to maximally mobilize resources for the benefit of the communities we serve. Reporting directly to the UBT Board of Directors, the Financial Director also participates in key decisions about the development of our ongoing health care delivery, microfinance, community organizing, and education efforts. Collaborating closely

with PML's Malian and American teams, this position combines financial management with the emotional rewards of seeing your work be put to direct use in a worthwhile cause.

Primary Responsibilities:

- Collaborates closely with team members and the Mali-based PML Financial Manager to assure clear, organized, and transparent financial records and systems
- Develops new systems and revises existing systems to strengthen the organization's financial management capacity.
- Maintains accounting for transactions using QuickBooks
- Solicits, approves and distributes quarterly reimbursements to volunteers
- Produces quarterly and annual financial reports for the Board of Directors
- Produces summary financial documents for donors and foundations
- Coordinates with advisers to prepare materials for state and federal taxes, licenses, and registrations
- Organizes internal controls and UBT's preparations for external audit
- Attends all board meetings/calls (quarterly)
- Reviews monthly prospective budgets proposed by program leadership and makes monthly transfers to Mali.
- Presents budgets and financial projections to provide insight for specific programs and long-term financial planning
- Serves as the first liaison for accounting discrepancies
- Tracks spending of different grants and revenue streams
- Reviews monthly expense reports created by Mali-based Financial Manager and reconciles expense reports with projected budgets
- Assists with grant applications, presentations, annual reports and other areas where documentation of financial history and budgeting is required.

Essential criteria:

- Strong communication and organizational skills
- Commitment to social justice
- Interest in global health and development
- French or Bamanankan/Bambara is very helpful, but not required
- Available approximately 10 hours per week; flexibility to respond urgently to troubleshooting needs
- Familiarity with accounting terminology and software (esp. Quickbooks) or determination to quickly learn
- Experience with Excel
- Ability to respond to frequently shifting needs on the ground with flexibility while maintaining a positive approach and sense of humor.
- Detail-oriented
- Excellent interpersonal skills and a demonstrated ability to work successfully in a team environment and interact professionally with culturally diverse staff

To apply, please submit a cover letter and resume by October 25th to kati@projectmuso.org.