



## Career Opportunities

**Position Title:** Senior Controller  
**Department:** Finance  
**Reports to:** Executive Director  
**Location:** Vienna, VA (USA Headquarters – Washington, DC metrol area)

### Position Summary

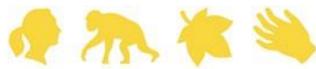
The Jane Goodall Institute (JGI) is seeking a “hands on” Senior Controller who will head up the finance department and will be responsible for managing the day to day financial functions of an international non-profit organization with a \$15 million budget which includes regional programs in Africa. The Senior Controller must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace. The Controller is also a key member of the senior management team and is responsible for providing strategic financial guidance and ensuring accuracy in all areas of finance and accounting to facilitate the organization’s long-term, sustainable growth and maximize operational efficiency. The successful candidate must be capable of working in a collaborative environment and integrating smoothly into the senior management team and the organization’s culture. The Senior Controller reports directly to the Executive Director.

### About JGI

Founded in 1977, the Jane Goodall Institute continues Dr. Goodall’s pioneering research on chimpanzee behavior – research that transformed scientific perceptions of the relationship between humans and animals. Today, the Institute is a global leader in the effort to protect chimpanzees and their habitats. It is also widely recognized for establishing innovative community-centered conservation and development programs in Africa, and Jane Goodall’s Roots & Shoots, the global environmental and humanitarian youth programs, which has groups in nearly 100 countries. For more information, please visit [www.janegoodall.org](http://www.janegoodall.org).

### Primary Responsibilities

- Oversee the preparation and communication of monthly and annual financial statements to the board of directors, finance committee and senior managers’ team, as required. It is essential to highlight for management and board action, emerging issues and on-going concerns that require further attention/resolution.
- Management of government contracts and A-133 audits. Ensure timeliness, accuracy, and effectiveness of financial and management reporting for government contracts/agreements (e.g., USAID, National Science Foundation, National Institutes of Health, State Department, etc...), foundations, individual donors, the senior management team, and the board of directors.
- Coordinate USA and field audits. This involves traveling, typically two or three times a year to the field-based programs in Africa with the objective of ensuring financial integration between the US Finance office and country-level offices; adherence to the Institute’s financial management practices; assessing coordination and training requirements for field-based staff and integrity and security of financial data.
- Ensure there is an effective cash management process in place, monitored consistently with appropriate cash flow planning and availability of funds principles in place and understood by the institute’s managers as needed.



- Coordinate the development and monitoring of the annual budget.
- Engage the senior management team and the board of directors in developing short-term and long-term financial plans and projections.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's financial operations and plans.
- Responsible, along with the finance committee, for investment and asset management to maximize return on financial assets.
- Manage, mentor, develop and guide the accounting staff to ensure quality and timeliness of reporting, proper maintenance of all accounting systems and functions and accounting accuracy.
- Oversee finance strategies and activities, as well as banking relationships.
- Ensure maintenance of appropriate internal financial controls and procedures.
- Manage annual audit and 990 preparation.
- Ensure the Accounting/Finance Operating Manual is consistently up to date and compatible with financial regulations in non-US sites where JGI operates.
- Ensure legal and regulatory compliance regarding all financial functions.
- Develop financial business plans and forecasts.
- Participate in organizational policy development as a member of the senior management team.
- Represent the organization to partners, including financial institutions, investors, foundation executives, auditors, and public officials.
- Remain up to date on nonprofit best practices and state and federal laws regarding nonprofit operations.

## QUALIFICATIONS

The Senior Controller will be a seasoned and mature leader with at least 10 years of broad international non-profit finance and operations management experience. S/he should possess hands on accounting experience to include accounts payable, payroll, general ledger, budgets, grants management, financial reporting and analysis and should be IT savvy. The Senior Controller should be adept at gathering and evaluating financial and operations data and making actionable recommendations to senior leadership and the board of directors. The Senior Controller will ideally have experience managing finance (accounting, budgeting, control, and reporting) for an international, complex nonprofit organization with multiple funding sources including the federal government, multilateral organizations, private donors, and foundations.

The Controller will have the following experience and attributes:

- A CPA
- Significant experience in or knowledge of international nonprofit accounting, including sophisticated grant accounting, compliance, and reporting.
- At least five years experience as Controller or equivalent in an international nonprofit organization/s with a budget of at least \$13 million.
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Experience ensuring financial compliance of USAID awards (grants and contracts).
- A high degree of fluency with FASB and GAAP.
- Knowledge and understanding of 2 CFR 200 and especially Sub-Part F (A-133 Audit).
- Experience working in a virtual environment with a geographically dispersed workforce.
- Experience working with information technology to implement business and financial tools and systems



the Jane Goodall Institute

- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Ability to explain financial concepts to managers without an accounting background.
- Excellent analytical and abstract reasoning skills
- Excellent organization skills.
- A highly collaborative philosophy.
- Results driven and hands on management style.
- An energetic, transparent professional with high ethical standards.
- Ability and willingness to travel to the field (Africa).

### **Non-Discrimination Policy**

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local and federal laws.

### **Application Instructions**

Please send resume and cover letter to [jobs@janegoodall.org](mailto:jobs@janegoodall.org) by February 1 for consideration. No phone calls or postal mail, please. Any questions about this position should be sent to [jobs@janegoodall.org](mailto:jobs@janegoodall.org).