

**Position Title:** Financial Controller  
**Status:** Full-Time  
**Location:** New York City

**Organization: American India Foundation**

Mission: Founded in 2001, the American India Foundation (AIF) [www.aif.org](http://www.aif.org) is a leading international development organization dedicated to accelerating social and economic change in India and building a lasting bridge between the US and India. By mobilizing people and resources across the United States, AIF has impacted more than 4.6 million lives in India. AIF's initiatives center on Education, Livelihood, Public Health, Gender Focus, Relief and Rehabilitation projects in India.

**Job Summary:**

The position will have oversight of all finance, accounting and reporting activities. He/She will be involved in supporting presentations to the board, finance and audit committee. The Controller will lead all day-to-day finance operations of a budget of \$8-10 million including functional responsibility over accounting, accounts payable, accounts receivable, payroll, grants administration and Charitable/Corporate registrations. The incumbent will ensure that American India Foundation has the systems and procedures in place to support effective grants administration and have satisfactory audits. He/She will work closely with the Finance team in India and ensure that communication between the two departments is effectively maintained for seamless and smooth process flow.

In addition, the incumbent will partner with the CFO and senior leadership, work on improving systems, staff capabilities, propose and lead the automation efforts to further improve the processing and reporting environment.

**Reporting and relationships:**

The Financial Controller will report to the Chief Financial Officer (CFO/COO) of the organization.

**Job Functions**

➤ **Finance and Accounting Leadership**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of AIF's financial status.

- Assist AIF's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period;
- Manage organizational cash flow forecasting on a monthly basis for restricted and unrestricted funds.
- Assist the CFO in managing and tracking the performance of invested assets in keeping with policies and investment guidelines.
- Support AIF's staff by providing required day-to-day information and processing required payments on a timely basis.

➤ **Team Leadership**

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.

**Key Skills, Competencies and Desired Qualifications**

This is an extraordinary opportunity for a mature leader with 10 to 15 years of accounting and finance experience. The candidate should ideally have experience in a complex nonprofit that has multiple programs being administered in India.

**Specific requirements include:**

- Personal qualities of integrity, credibility, and unwavering commitment to AIF's mission; a proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance
- CPA or MBA. CPA preferred.
- Experience with Financial Edge and Raiser's Edge.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Technology savvy with experience in selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting, budgeting, forecasting and reporting software
- Commitment to mentoring and training staff.
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

**Salary and Benefits:** American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non-profit organization.

#### **HOW TO APPLY**

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: [ny@aif.org](mailto:ny@aif.org)

Due to the potential volume of responses, only candidates selected for an interview will be contacted.