

# Finance & Administration Coordinator

## Position Description



### About CCIH

CCIH, [www.ccih.org](http://www.ccih.org), is a membership association consisting of Christian organizations, secular or interfaith affiliated organizations and individual members across the globe. CCIH staff are inspired by our Christian faith and our values and committed to evidence-based practice. CCIH envisions a world where all have access to quality healthcare and prevention services. [CCIH staff are committed to the mission, vision and values of the organization.](#) CCIH has earned a respected reputation for its information sharing and networking services and as an advocate for faith-based organizations in the professional global health and development community and with U.S. policymakers. We are financed by membership dues and a variety of grants. CCIH is an equal opportunity employer. This position reports to the CCIH Finance and Administration Manager. .

### POSITION DESCRIPTION

The Finance & Administration Coordinator serves as staff for CCIH grants from US Government sources (e.g., USAID) as well as private donors and foundations. The primary responsibilities of the F&A Coordinator include, but are not limited to: budget reporting, subcontract/subaward recipient administration, project management support for CCIH, and assistance with compliance monitoring for CCIH policies (especially regarding use of donor funds).and supporting compliance monitoring with rules and regulations of donors funds.

### RESPONSIBILITIES

- Ensure grant budgets and plans align, funds are distributed, and budget forecasts and reports completed.
- Support compliance monitoring for CCIH policies generally and with donor requirements specifically.
- Help build partner and member capacity in budgeting/financial transactions/records/monitoring
- Analyze finances and maintain accurate records for transactions and operations.
- Set-up, manage, and train staff and partners on Asana project management system.
- Create contracts/sub-awards and monitor CCIH and sub-awardee compliance and risk management for donor funds.
- Communicate with donors and write monthly, quarterly, and annual budget reports.
- Support CCIH and membership in identifying business development opportunities and working with the team on proposal and fund development.
- Attend and serve as support staff for the CCIH Annual CCIH Conference..

### WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, video conference, and occasionally in person when needed, including outside of normal U.S. business hours
- F & A Coordinator is expected to provide his/her own office environment (desk, chair, internet, etc); CCIH will provide office supplies; CCIH will provide a computer and printer for the duration of employment that must be returned to CCIH at the conclusion of employment.
- This is primarily a grant-funded position, with multiple grants.

## REQUIREMENTS

- Bachelors in any area of administration or finance or similar discipline, or equivalent in experience; .
- 3+ years experience with budget forecasting and reporting.
- Experience with project management systems.
- Advanced computer skills (MS Office applications, Google Platform).
- Excellent English written and oral communication skills.
- Ability to work in faith-based settings, with Christian and other religious leaders.
- Authorized to legally work in the United States.

## ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- Experience in budget development and costing strategies for new business efforts
- Proposal design and completion
- Basic understanding of international development
- Basic understanding of US Government regulations related to awards
- Detail oriented.
- Motivated self-starter with the ability to manage tasks with limited supervision in a timely manner.
- Professional demeanor and proven ability to work well with diverse groups of people.
- A team player who takes pride in his/her integrity and will represent CCIH and our members honestly.
- Understanding of basic business processes of a membership organization.
- Mission and service motivation.

## TO APPLY:

Submit a cover letter (with salary expectation and how you found out about the position), resume, and 1-page writing sample to [jobs@ccih.org](mailto:jobs@ccih.org). Incomplete applications will not be considered.

*You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.*

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