



1020 Legacy Drive
Bedford, VA 24523
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www.legacyintl.org

Financial Manager

As of June 1, 2022

[Legacy International](#) seeks an experienced, collaborative Financial Manager to be a strategic member of our home-office management team on a full-time basis ideally starting in June or July 2022. This a position for someone seeking long-term, meaningful placement with a stable and growing non-profit doing purposeful work around the globe.

Our Company. Our Mission.

Legacy International equips emerging leaders to transform their values and vision into sustainable success. Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility and lead to peaceful sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from 110 countries. Legacy is funded by multiple federal and private grants, fee-for-service income, gifts and donations, with significant funding from the U.S. Department of State. We are headquartered in Bedford, Virginia with an additional office in Washington, DC.

General Description

Work as part of a highly-collaborative team that manages financial operations, accounting, audit preparations, and financial planning for an international non-profit with an annual budget of \$2.5+ million. (*This is not a remote job. Some hybrid work arrangement is possible. Details on page 3.*)

The role requires high level of accuracy with numbers; an ability to analyze and report in such areas as forecasting, budget and control, cash flow and trends; strong communications and problem-solving skills; and a passion to support the work of an idealistic, international service and training organization.

Specific Responsibilities

Starting responsibilities will be tailored to candidate's background and experience, and will include some combination of tasks drawn from the following functions and expand as the person experience at Legacy increases.

1. budgeting – creation and monitoring of company-wide annual budgets; project-specific budgets and activity sub-budgets; creating budgets for new programs and proposals; negotiating budgets with funders
2. federal grant expense management and compliance with federal regulations;
3. invoicing and financial reporting to funders;
4. interface with program staff who have purchasing duties on the topics of budget guidelines, procurement and purchasing procedures, credit card use, required documentation, etc.;
5. coordination of payroll and benefits systems (we work with ADP);
6. Contractor payments and documentation, etc.

7. insurance (property and liability); annual insurance renewal and audits; insurance claims and certificates.
8. Contracting related to
 - a. receiving awards from upper-tier funders,
 - b. granting sub-awards to other organizations,
 - c. contracting with independent contractor service providers
9. creating and implementing company-wide policies and procedures related to financial communications, procurement, and federal and state regulations;
10. annual audit compilations and document preparation; representing the company to the audit firm during annual audits.
11. Management of company accounting software and accounting system
12. experience with accounts payable, accounts receivables, deposits, cash advances, online banking transactions, wire transfers, and checking account maintenance (to perform back up to bookkeeper if needs arise).

Core Qualifications

- Knowledge of and experience with bookkeeping, accounting, and financial management.
- Minimum of an Associate Degree in finance, accounting or business, and a minimum of 3 years of appropriate professional experience in financial management.
- Previous experience managing federal grant or contract operations is strongly preferred
- Proficiency with Microsoft Office (Excel, Word), accounting software (preferably Sage 50 and/or Quickbooks), and email communications. Familiarity with Adobe, Drop Box, and Google Drive. Other applications are a plus.
- Strong math aptitude and accuracy with numbers; good memory and attention to detail.
- Proven ability to manage large amounts of data, meet multiple deadlines, balance priorities.
- Works effectively with supervision and independently; is effective in both situations.
- Good communication skills.
 - Fluency in written and spoken English.
 - Legible handwriting
 - Ability to explain financial policies and procedures to non-financial people.
 - Strong business writing skills.
- Proven capacity for maintaining confidentiality.
- Flexible; enjoys working in a collaborative environment with people of diverse backgrounds and nationalities. Strong human relations and problem-solving skills.
- Lives within commuting distance of Legacy International's Bedford, Virginia office (or willing to relocate within a daily commute).
- U.S. citizen or U.S. permanent resident.
- *Is fully vaccinated against COVID or able to do so.* (For those unable to be vaccinated, medical exemptions will be considered.)
- Physical ability to use a computer and other office equipment, and perform light lifting.

Reports to: Chief Financial Officer

Our Culture

Legacy International has a successful 40+ year track record delivering high quality training programs for thousands of people around the world, with ongoing coaching and mentoring from our dynamic team. Our culture is built on the universal values all of our programs are

modeled after, including collaboration, respect, inclusion, innovation, and flexibility. This approach supports our team in developing and delivering high caliber programs that impact communities around the world while fostering an organizational culture we all thrive in.

Legacy's staff is a group of highly dedicated individuals from a wide variety of backgrounds and immersive experience throughout the world. Our combined experience in cross-cultural training, conflict resolution, community development, entrepreneurship and professional training, and exchange programs give us the ability to meet the needs of those experiencing great changes.

We have a relaxed dress code, flexible scheduling, and a focus on supporting our team's professional goals and work-life balance while advancing our shared values. **NOTE:** *Legacy's offices are strictly non-smoking environments, both inside and surrounding the office building.*

Salary & Benefits

- Salary: \$48,000 – \$52,000 pre-tax annually. Salary is negotiable and based on experience.
- Benefits (Details provided upon request or at time of offer):
 - Legacy's Health Reimbursement Account (HRA) benefits begin 3 months after start of employment. This HRA provides tax-free monetary reimbursements for qualified medical expenses, up to \$3000 per year, subject to the employee meeting all criteria for reimbursement.
 - Flexible Paid Leave Policy. For a full time (100%) employee, this comes to 224 hours (28 eight-hour days) per year, including vacation, holidays and sick days.
 - Full-time employees become eligible for up to twelve (12) weeks of paid family leave after twelve (12) months of employment; subject to specific limitations and eligibility.

Employment Dates, Workload & Location

- **Dates:** to begin in June or July, to be verified at time of offer, by mutual agreement.
- **Workload & Location:**
 - This is a full-time position.
 - This job is based in rural Bedford County, Virginia (1020 Legacy Drive; about 10 miles south of the town of Bedford). *(Please do not apply if this is not a workable commute or you are unable to relocate.)*
 - The job may be fulfilled 100% in office or a hybrid arrangement may be possible for up to two days each week.

TO APPLY: Send cover letter and resume, *noting Finance Manager in subject line*, to: **Leila Baz**, HR Manager; staff@legacyintl.org. **Deadline to apply:** June 30, 2022

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified staff. The competitive standards are set by each group of applicants. Our policy is to ensure that no employee or applicant for employment is denied equal opportunity because of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.

Employees and applicants with disabilities and disabled Veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Legacy International makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled Veterans, unless such accommodations would impose an undue hardship on the operations of the Legacy's business.