



Assistant Director of Finance & Contracting

as of February 2024

[Legacy International](#) seeks a detailed oriented person to join our team as *Finance & Contracting Director*. Working closely with the CFO, this individual will direct many of the company's budgeting and contracting functions; implement internal controls; ensure compliance with legal and accounting requirements; and supervise the workflow and quality of the day-to-day financial operations. Work a hybrid schedule from one of our offices in Bedford, Virginia or the DC metro area, or fully remote from anywhere in the continental U.S. *This position has the potential for growth and advancement.*

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 more than 120 countries. Legacy is funded by federal and private grants, fee-for-service income, gifts and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia with additional employees working in the Washington, DC metro area as well remotely in other states.

JOB SUMMARY

Legacy's four-member Financial Team is comprised of the CFO, Finance and Contracting Assistant Director, Grants Manager, and the Bookkeeper. The Assistant Director serves as Team Lead in the Financial Office and performs the following functions:

- 1) contracting and financial management with partner organizations.
- 2) budgeting and budget management for certain key cost areas.
- 3) ensuring compliance with federal, state, and local regulations as they are carried out company wide.
- 4) supervising the annual audit and 990 filing.
- 5) guiding the work of the Grants Manager and Bookkeeper and collaborating with the HR Manager regarding payroll and employee benefits.
- 6) coordinating company insurance matters.
- 7) The Assistant Director also represents the Financial Team on the Administrative Team and is responsible to the CFO.

Legacy is a 501c (3) non-profit organization registered as a corporation in Virginia, with annual receipts averaging \$2.5 million to 3.5 million. More than 80% of Legacy funding comes from federal grants and awards, thus requiring operations in full compliance of Federal Uniform Guidance and 2 CFR 200 and 600. Other funding comes from private donors, small foundations, and fee-for-service activities. Between Oct 2023 and March 2024, Legacy is transitioning from Sage 50 desktop to QuickBooks Online, implementing a fully online accounting system.

RESPONSIBILITY DETAILS

CONTRACTING:

- Negotiates and manages incoming contracts from upper-tier funders; creates and/or approves contracting documents for lower tier sub-recipient awards, independent contractors, and major vendors.
- Oversees contract-related receipts, payments, reporting, and relationships with financial counterparts at funder and subrecipient organizations.

BUDGETING, BUDGET MANAGEMENT, AND STAFF/SYSTEMS OVERSIGHT:

- *Company and General & Administrative Budgets*: in collaboration with CFO, drafts Legacy's annual budget for Board of Directors approval; monitors budget performance and indirect cost ratios; implements performance control measures as needed; submits federal NICRA proposal.
- *Personnel Budgets*: creates, updates, and monitors the company payroll and benefits budgets; collaborates with Admin team to create annual pay scale system and salary offers for new hires; collaborates with HR Manager regarding payroll operations and employee benefits.
- *Grant Budgets & Cash Flow*: guides and/or collaborates with the Grants Manager to create proposal budgets; oversees Grants Manager's work creating Project Working Budgets and Spending Sheets which guide financial decisions by program staff during implementation; guides and monitors Grant Manager's cash flow management, communications with project staff, financial report creation for funders, and federal contract close-outs.

COMPLIANCE with federal, state, and local laws and regulations

- *"Uniform Guidance"*: ensures organization-wide compliance with 2 CFR 200 and 600 as needed, and other federal guidelines related to accounting policies and procedures, payment practices, procurement, contracting, expenditures, and reporting. Creates written guidelines of practice; orients and trains Financial Office and Program staff as needed.
- *GAAP* – ensures that Generally Accepted Accounting Principles (GAAP) are followed in all accounting.

AUDIT SUPERVISION:

- *Supervision of Audit Manager*: supervises audit-manager's workflow and audit-related systems, such as document storage, fiscal year closing, etc.; reviews balance sheets, P&L and other financial reports prior to CFO approval.
- *Audit Approval*: collaborates with CFO to respond to audit firm questions, ensure accuracy of Federal 990 report, explain interpretation of Uniform Guidance, and approve final audit product.

INSURANCE:

- Manages annual renewal of insurance policies, claims processing, collection of certificates of insurance.

QUALIFICATIONS

- **Knowledge**: Considerable knowledge of and experience with: 1) non-profit accounting and contracting; 2) Generally Accepted Accounting Principles (GAAP); 3) Federal

Regulations related to federal awards (Uniform Guidance, etc.); and 4) QuickBooks Online (preferred), Sage, Microsoft Office including Excel. Familiarity with ADP is also preferred.

- **Skills:** Excellent math skills and accuracy. Excellent verbal and written skills; strong interpersonal and negotiation skills; strong analytical and problem-solving skills; strong organizational and supervisory skills. Ability to act with integrity, professionalism, and confidentiality. Proficient with either QuickBooks Online or similar accounting system. High level proficiency with Excel and collaboration / communication tools (Google Drive, Zoom, Skype, etc.). Ability to quickly learn a new organization's financial management systems.
- **Experience:** Minimum of 5 years' experience as a financial and/or contracting manager, including supervising others. Work experience in the non-profit sector is strongly preferred.
- **Education:** Undergraduate or graduate degree and/or study of Accounting, Non-Profit Management and or Business Administration. (Equivalent on-the-job work experience will also be considered.). Knowledge of and experience working with Federal funding and Uniform Guidance regulations is strongly preferred.
- **Other requirements:** U.S. Citizen or Permanent U.S. Resident. English fluency.

WORKLOAD, START DATE & WORK LOCATION

- *Start Date & Workload:* This full-time position begins in March 2024. (Start date to be discussed at time of interview and confirmed at time of an offer.)
- *Work Location:* Fully remote locations within the continental U.S. will be considered, based on time zone locations enabling financial team to coordinate work hours. A hire living within commuting distance of either Legacy's [Bedford](#) office or our Washington, D.C. area office can work entirely from Legacy's office or have a hybrid option with some remote work.
- *Periodic regional travel for short periods may be required.*

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 that 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 a supportive organizational culture we all thrive in. 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.

Legacy's staff is a group of highly dedicated individuals of varied backgrounds and immersive experiences throughout the world. Our combined experiences 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.

SALARY & BENEFITS

Salary: \$64,000 FTE (gross/pre-tax). (Negotiable.)

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 \$3500 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.
- Extended Leave for Family or Medical Purposes - Full-time employees become eligible for up to twelve (12) weeks of this special leave after twelve (12) months of employment; subject to specific limitations and eligibility. Four of these weeks are in the form of *additional* paid leave to be used in combination with one's regular paid leave benefits and/or unpaid leave.)
- Annual professional development support and stipend.
- Flexible work schedules with hybrid work environment option.

ESSENTIAL FUNCTIONS & PHYSICAL/MESH REQUIREMENTS

- Ability to effectively communicate with staff, and to provide necessary instruction, training, and feedback.
- Ability to self-regulate one's emotions and has skills to manage an emotional or heightened situation.
- Ability to work for prolonged periods at a desk and working on a computer.
- Able to effectively communicate and supervise others, especially while working remotely.
- Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, scanner, photocopy machine).

TO APPLY

Please visit WilloTalent at <https://app.willotalent.com/invite/DWaaBc/> In Willo, you will upload your resume and answer four (4) questions from a quiet place of your choice. It is user friendly, with the option to do several retakes.

Questions prior to applying? staff@legacyintl.org (Please note "Assistant Finance Director" in the subject line.)

Deadline: February 29, 2024 *(If interested, please apply before this deadline! We will interview on a rolling basis.)*

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.