



Finance & Contracting Director

as of January 2025

[Legacy International](#) seeks a detailed oriented finance professional to join as *Finance & Contracting Director*. Working closely with the CFO, this individual will direct many of the company's budgeting and contracting functions, implement and monitor internal controls, ensure compliance with legal and accounting requirements, and supervise the workflow and quality of the day-to-day financial operations. This position offers the opportunity to work fully remote from anywhere in the continental U.S., or a hybrid schedule from one of our offices in Bedford, Virginia or the DC metro area. (For practical reasons, preference will be given to candidates from Eastern, Central, or Mountain time zones.) *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.* Since 1979, Legacy International's projects and initiatives have involved professionals, community leaders, and youths from more than 120 countries.

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, including many from the U.S. Department of State, thus requiring operations in full compliance of 2 CFR 200 and 600, also known as "Uniform Guidance." Other funding comes from private donors, foundations, and fee-for-service activities. Legacy utilizes QuickBooks Online, operating with a fully online accounting system. Our headquarters is in Bedford, Virginia with additional employees working in the Washington, DC metro area as well remotely in other states.

OUR CULTURE

[Legacy International](#) has a successful 45-year history of delivering high quality training programs for thousands of people around the world, with ongoing coaching and mentoring from our dynamic team. Our organizational culture is built on the same universal values that guide and characterize our programs, including collaboration, respect, innovation, and creativity. This approach empowers our team in developing and delivering high caliber programs that make measurable impact on communities around the world, while fostering a work environment that staff find rewarding, supportive, and growthful.

JOB SUMMARY

Legacy's five-member Financial Team is comprised of the CFO, Finance and Contracting Director, Audit Director, Grants Manager, and the Bookkeeper. The Finance and Contracting Director reports to the CFO; 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 company-wide compliance with federal, state, and local regulations
- 4) Coordinating and/or 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 claims, documentation, and filings
- 7) Representing the Financial Office, along with the CFO, on the Administrative Team.

We anticipate the Finance & Contracting Director will work in tandem with the CFO during the first 4-8 months as these tasks are progressively assumed.

RESPONSIBILITY DETAILS

LEADERSHIP:

- Personally aligned with the values and mission of Legacy International.
- In collaboration with the CFO, delegates goals and tasks for the Grant Manager, Bookkeeper, and any independent contractors or volunteers working directly for the finance team.
- Facilitates effective communication, collaboration, and problem solving within the Financial Team.
- In collaboration with the CFO and Audit Director 1) monitors performance and conducts performance reviews for the Grant Manager and Bookkeeper, and 2) provides feedback and coaching as needed to the Grant Manager and Bookkeeper.
- Creates and implements new financial procedures as needed for the Financial office team and for the company as a whole.
- Provides, or organizes other FO staff to provide, training to Legacy International staff on financial processes, as necessary.

CONTRACTING:

- Negotiates and manages incoming contracts from upper-tier funders.
- Creates and/or approves contracting documents for lower tier subrecipient 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 & STAFF/SYSTEMS OVERSIGHT:

- *Company and General & Administrative Budgets:* Collaborates with the CFO to 1) draft Legacy's annual company budget for Board of Directors approval; 2) monitors company budget performance and indirect cost ratios; 3) implements performance control measures as needed; 4) submit federal NICRA proposals.
- *Personnel Budget:* Creates, updates, and monitors the company payroll and benefits budgets; collaborates with the Administrative team to update the annual pay scale and set 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; guides and monitors Grant Manager's work with 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":* In collaboration with Audit Director, ensures organization-wide compliance with 2 CFR 200 and 600 as well as other federal guidelines related to

accounting policies and procedures, including such functions as payment practices, procurement, contracting, expenditures, reporting, and fraud-risk containment. 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.

ANNUAL AUDIT & RELATED FILINGS:

- *Annual Audit*: Collaborates with and supports the work of the Audit Director as needed to assure timely and accurate completion of annual audit and related filings, under the direction of the CFO.
- *Related Filings include* Federal 990, VA SCC 102; Workers Comp Audit; annual Virginia Solicitation filing; etc.

INSURANCE:

- Coordinates insurance document filing and record retention
- Files any insurance claims as needed
- Assures collection of certificates of insurance from other companies
- Supervises annual driver approval process

QUALIFICATIONS

Knowledge: Considerable knowledge of and experience with:

- Non-profit accounting and budget management; Generally Accepted Accounting Principles (GAAP)
- Contracting and contract management
- Federal Awards and Regulations related to federal awards (2 CFR 200 and 400, etc.)
- QuickBooks Online (preferred), Sage, Microsoft Office including Excel.
- Familiarity with ADP payroll systems preferred.

Skills:

- Excellent math skills and accuracy.
- Excellent verbal and business writing skills
- Strong interpersonal and negotiation skills.
- Strong analytical and problem-solving skills.
- Strong organizational, human relations, and supervisory skills.
- Facility with evaluating and adopting new software tools to enhance the efficiency of financial operations. (This may include AI tools.)
- Accounting audit management skills.
- Ability to make decisions in ambiguous or challenging situations.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with QuickBooks Online or similar accounting system.
- High level proficiency with Excel and collaboration / communication tools (Google Drive, Zoom, Skype, etc.).
- Ability to quickly learn financial management systems.
- Experience with non-profit fundraising, proposal writing, and development is a plus.

Experience:

- Minimum of 5 years of experience as a financial and/or contracting manager.
- Previous experience leading a team of two or more financial professionals.
- 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 managing Federal awards and working with Uniform Guidance regulations is strongly preferred.

Other requirements:

- *Authorized to work within the U.S.*
- *English fluency.*

WORKLOAD, START DATE & WORK LOCATION

- *Start Date & Workload:* We foresee this position starting approximately 30 days from an accepted job offer. (Start date to be discussed at time of interview and confirmed at time of an offer.) This position is full-time and exempt, with an average workweek of between 32 (80%) to 40+/- hours (100%).
- *Work Location:* Fully remote locations within the continental U.S. will be considered, based on time zone locations enabling the financial team to coordinate collaborative work periods. A person 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.
- *Short periods of regional travel for training and orientation purposes may be required.*

SALARY & BENEFITS

Salary: \$75,000 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 \$3600 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 and remote work environment options. Flexibility to work in varying U.S. time zones, and/or temporarily abroad.
- Collaborative, empowering, and inclusive company culture with a focus on supporting our team's professional goals and work-life balance while advancing our shared values.

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 fulfill responsibilities (i.e. telephone, 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 "Finance & Contracting Director" in the subject line.)

Deadline: We are accepting applications until the position is filled. *(Candidates are encouraged to apply in a timely manner, as we are interviewing on a rolling basis.)*

Legacy International is committed to a merit-based, equal opportunity employment policy that ensures all applicants and employees are considered fairly and in accordance with federal, state, and local laws. Our hiring decisions are based on qualifications, skills, and experience, ensuring a workforce driven by excellence and achievement. We uphold fair hiring practices that support a strong, skilled, and creative workforce, enabling qualified individuals from many backgrounds to contribute to our shared success.