



Haiti Outreach/ Collaboration Avec Haiti Job Description

Job Title: Director of Finance and Administration

Location: Pignon, Haiti

HAITI OUTREACH OVERVIEW

At Haiti Outreach/Collaboration Avec Haiti, our non-profit programs drive the expansion of community-managed clean water, sanitation, education, and economic development in Haiti. We collaborate with the people of Haiti to build community initiated and maintained projects that advance the development of the country. A crucial aspect of our projects is that they are designed to be sustainable on a long-term basis. Our projects are thus created to develop Haiti, not just provide relief. Haiti Outreach has its headquarters in Pignon, Haiti and administrative and fundraising office in Golden Valley, Minnesota in the U.S. This position is based in Pignon, where Haiti Outreach currently employs approximately 15 employees.

POSITION DESCRIPTION

1. Objective Statement and Primary Responsibilities

The Director of Administration and Finance provides leadership, management, and control of Haiti Outreach's finance, accounting, human resources, and administrative functions in Haiti. Through strong leadership and management, the Director is an integral part of the Haiti Outreach management team. The position is generally a service provider to the organization – at the top management level and throughout Haiti Outreach.

2. Functions

Administrative

- A. Manage all administration related information
- B. Ensure compliance with Haiti government regulations.
- C. Prepare all government reports on a timely basis: payroll, taxes, year-end, etc. for approval by the Country Director and Administrative Manager in the U.S. as needed
- D. Manage the customs process and activities to proactively support the operations and comply with policies, along with the Logistics Dept.
- E. Assist with the inventory management

Finance

- A. Perform the role of bookkeeper, making accurate, complete, and timely data entries in our QuickBooks software program
- B. Manage all Haiti Outreach accounting and finance functions with precision and accuracy, including accounts payable, accounts receivable, cash management, bank accounts, and payroll, in collaboration with the Country Director and other Directors in Haiti and the Administrative Manager in the U.S.
- C. Direct, manage, and assure compliance to all accounting and financial policies and procedures
- D. Forecast financial needs and provide timely financial advice as needed and requested
- E. Prepare / provide timely and accurate financial information in accounting and management reports and ad-hoc reports that support planning and decision-making
- F. Assist in creating and maintaining annual budgets
- G. Manage the financial and regulatory aspects of fixed assets
- H. Maintain relationships with Haitian banks where we have accounts
- I. Manage petty cash safely and cash advances to employees with complete accuracy

Personnel

- A. Manage the personnel human resources, including vacation and time off tracking, hiring, and firing procedures, employee insurances etc.
- B. Manage employee payroll and taxes

3. Experience, Attributes and Skills

- A. Demonstrated success in the functional areas listed above
- B. Knowledge and experience with government regulations, taxes, customs etc.
- C. Motivated and energized by Haiti Outreach's mission and vision, and by challenging goals
- D. Skilled use of computers and information systems – QuickBooks, Microsoft Office (Excel, Word)
- E. Language Skills – Haitian Creole (fluent), French (fluent). English (good)

4. Professional and personal attributes, demonstrated through work experience

- a. Highest level of honesty, integrity, transparency, and professionalism
- b. Has the potential of moving quickly into a position of increased responsibility
- c. Excellent service attitude and commitment to proactively supporting the organization
- d. Excellent team member and collaborator with peers, managers, and staff
- e. Strong leadership
- f. Strong attention to detail, accuracy of work, and meeting deadlines
- g. Highly organized and able to deal with multiple issues and responsibilities
- h. Excellent verbal and written communication skills, including proactively providing information to others to support their work
- i. Strategic – uses long-range goals to drive planning and guide actions
- j. Experience in establishing policies and procedures and instilling a culture of compliance
- k. Excellent interpersonal skills
- l. Creative, dynamic, enthusiastic, passionate

5. Level of Independence Required

- A. The holder of this position is expected to be a thought and action leader – able to contribute in a very independent manner.
- B. The position holder is expected to be able to implement agreed-upon plans with little or no supervision.

6. Education and Training

- A. Accounting – CPA (Haitian equivalent) and university degree
- B. Personnel management
- C. Information systems

7. Pay and Benefits

- A. Pay commensurate with skills and experience
- B. Benefits include 50% of medical insurance cost and vacation time according to Haitian Labor Law

Haiti Outreach/Collaboration Avec Haiti is looking for a Director of Finance and Administration located in Pignon, Haiti. If interested, please submit your CV and cover letter to: job@haitioutreach.org