



JOB TITLE: Sr. Cash and Treasury Analyst

LOCATION: Washington D.C.

REPORTS TO: Global Controller

About RI: Relief International (RI) is a home to teams of humanitarian activist-professionals committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with beneficiaries and communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development.

POSITION SUMMARY:

Under general supervision of the Controller, the Cash and Treasury Analyst will be responsible for daily treasury operations and transactions including cash management and cash reporting activities. This position will also perform financial analysis of project funding, receivables, and spending, as well as compliance activities.

JOB RESPONSIBILITIES

Prepare daily cash reports and determine organizational funding needs

Cash/Treasury 30-35%

- Forecast and monitor short and long-term cash position, and provide actual vs. forecast cash variance analysis by analyzing and using the information provided by country offices with the Request for Funds (RFF) form
- Monitor daily cash flow to ensure adequate resources are available in the operating accounts for weekly planned payments.
- Manage the Global Liquidity forecast and analysis process, including leading process improvements and forecast model changes as transaction changes
- Assist field offices with quarterly RFF projections and monthly wire requests. Ascertain the reasonableness of field requests and the availability of approved documentation

- Review, initiate and complete all domestic wires and foreign currency transactions/requests coming through GSO for payment; process and coordinate intercompany transfers between U.K and U.S. offices
- Serves as main contact person for resolving banking related issues
- Maintain subsidiary ledger for projects Billed and Unbilled receivables; reviews project funding against receivable and cash advance balance; coordinate project funding shortfall with program and contract staffs, and support opportunities to improve payment and receipt cycle of grants and donor payments.
- Conduct and document moderate to complex financial analysis of project funding to revenue

Donor Reporting 25-35%

- Work with Pricer to ensure that donor reporting is recorded and reconciled to accounting system
- Work closely with Regional/Country Field Finance Team on reconciliation and submission of donor reports in compliance with award
- Reconcile Donor Reports submitted at the Country Offices and HQ to Accounts Receivable balance.
- Prepare Donor Financial Reports for USG grants and contracts

Systems Implementation and Training 15-20%

- Develop and deliver training to staff, including country and field offices on new policies, procedures and systems
- Assist in the requirements of setting up new accounting system structure
- Create and maintain up-to-date training for new country finance staff

Other Duties 10%

- Act as possible back up for regional managers
- Support the Controller and CFO in the preparation and presentation of material to the Executive team or Board as requested
- Assist Global Controller and CFO on various compliance activities

SKILLS/QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance; advanced degree or MBA a plus
- 3-5 years of finance experience
- Advanced proficiency with financial modeling in MS Excel
- Strong quantitative and risk analysis skills
- Strong analytical and financial modeling skills
- Familiarity with Treasury management systems
- Proven analytical and proactive problem solving skills
- Experienced with donor funding including U.S. government grants and Non-US government grants such as UN, EU, ECHO, UKAID, etc.

- Excellent communication (oral and written) skills
- Has the ability to work independently or within a team, successfully prioritize and manage multiple tasks simultaneously
- Excellent written and verbal communication and comprehension skills, including the ability to clearly explain complex analytical topics to a wide audience who may or may not be familiar with analytics or the subject matter
- Absolute discretion and confidentiality regarding sensitive information
- Ability to work well under pressure and effectively handle multiple, concurrent demands and appropriately prioritize responsibilities
- Ability to exercise sound judgment and decision making skills to consider the relative costs and benefits of potential actions and to provide recommendations for optimal solutions

RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- *Inclusiveness*
- *Transparency and Accountability*
- *Agility and Innovation*
- *Collaboration*
- *Sustainability*