



# Controller, Near East Foundation

April 2024

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## About Near East Foundation (NEF)

The Near East Foundation (NEF) is looking for a talented individual to join our team as a Controller based at our headquarters in Syracuse, NY or our Washington, DC office. As a nonprofit organization committed to international development, NEF has been at the forefront of supporting livelihood recovery and community-based economic development across the Middle East, Africa, and Caucasus since 1915. Our efforts are deeply rooted in leveraging the strength of local teams, experiences, and partnerships to create community-led solutions to reduce poverty, create economic opportunities, enhance resilience, and uplift groups affected by conflict and crisis towards a better future. Through a network of country offices and local partners, NEF operates in ten countries—Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Palestine, Sudan, South Sudan, and Syria. HQ offices are in Syracuse, NY; Washington, DC; London, UK; and Brussels, Belgium. NEF’s mission is anchored in three core pillars: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

In line with our mission, NEF is dedicated to fostering a workplace that mirrors the diversity of the communities we serve. We believe in the power of diversity, equity, and inclusion (DEI) to drive innovation, cultivate unique perspectives, and create a more equitable world. To this end, we are committed to promoting a culture where everyone feels valued and empowered to contribute their best work. This includes a particular emphasis on supporting and advancing women into leadership positions in line with NEF’s commitment to the Fair Share of Women Leaders initiative. 35% of our Top Leadership Team are women, and 65% are otherwise Diverse leaders. By cultivating a diverse leadership team and workforce, we strive to make a meaningful impact in the communities we serve and the development sector.

## The Role

**Title:** Controller  
**Unit:** Finance  
**Reports To:** VP, Finance

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**Location:** Syracuse, NY or Washington, DC (must be eligible to work in USA without sponsorship)  
**Type:** Full-Time, (Exempt)  
**Travel:** 10%  
**Salary Range:** \$100,000-\$130,000 DOE

## POSITION DESCRIPTION

The Controller reports directly to the VP of Finance and is a hands-on leader within the Finance and Accounting Team. The Controller is responsible for global accounting, compliance, and financial reporting functions, which include all headquarters and international entities. The Controller manages the entire accounting process and provides high-quality, accurate, and timely data and analysis for strategic decision support. The Controller will work closely with the VP of Finance on strategic matters, policies, and procedures.

### A Commitment to Diversity, Equity, and Inclusion:

In aligning with NEF's mission, we especially encourage applications from women, aiming to bolster female leadership within our ranks and across the development sector. Our team thrives on diversity, believing it enriches our insights and amplifies our impact.

## JOB SPECIFIC RESPONSIBILITIES

### Accounting

- Oversee and manage the month-end close process for the NEF Family of Entities, ensuring accurate and timely financial statements are prepared. Coordinating all activities required for the closing process, such as reviewing entries, reconciling accounts, and preparing financial statements.
- Direct and coordinate all daily accounting operations for the organisation. Efficiently processed accounts payable and receivables, accurately posted journal entries, allocated costs and accruals, managed payroll journals, and other disbursements and receipts to record financial transactions correctly.
- Oversee the maintenance of the general ledger, ensuring it accurately reflects the organisation's financial status. Additionally, manage the fixed asset register, ensuring all assets are correctly recorded, depreciated, and disposed of as per policy.



- Direct and coordinate the monthly reconciliation of all general ledger accounts, ensuring accuracy and resolving discrepancies. Detailed bank reconciliations to confirm that cash balances are correctly reported and that any unusual items are investigated and resolved.
- Review and approve all project financial report submissions to donors. Ensuring that reports are accurate, comply with donor requirements, and are submitted on time. Guide project managers on financial reporting as needed.
- Support the Vice President of Finance in preparing all consolidated financial statements and Board of Directors (BOD) reporting. Compiling data from various sources, ensuring accuracy and compliance with accounting standards and organisational policies.
- Supervise staff accountants at the headquarters location(s) and in-country offices, directly or through a matrix reporting structure. Provide leadership, guidance, and professional development to ensure a high-performing team.
- Serve as the systems administrator for the accounting software system (e.g., Sage, Intacct). Ensure the system's integrity, maintain adequate security and access controls, and confirm the accounting system meets the organisation's needs and complies with financial reporting requirements.



## Audit

- Oversee all NEF audits and ensure audit readiness for all entities: Manage NEF audits for the organisation, ensuring compliance and high financial reporting standards. Improve audit processes and maintain alignment with regulations and standards.
- Coordinate the documentation preparation for external auditors and support all audits: Coordinate and prepare the necessary documentation for external auditors. Ensure a smooth audit process by organising and reviewing financial documents. Provide support during all audit phases, address queries from auditors, and ensure accurate and up-to-date information is readily available.

## Policies & Procedures

- Work closely with the VP of Finance to update and develop accounting policies and procedures. This involves regular meetings, comprehensive discussions, and a shared effort to align the accounting practices with the latest industry standards and organizational needs.
- Ensure all accounting policies and procedures are adhered to globally. Monitoring compliance, identifying areas of non-conformance, and implementing corrective measures to ensure uniformity and integrity in financial reporting across all international branches.

## General

- Provide training related to accounting policies, procedures, and the accounting system to NEF staff at all levels. Preparing training materials, conducting workshops or webinars, and providing ongoing support and updates to ensure all employees are proficient and up to date.
- Perform other duties as assigned by the VP of Finance. These tasks could range from participating in special projects, assisting in financial analysis, and planning to play a vital role in internal audits. The nature of these duties is dynamic, reflecting the evolving needs of the finance department and the broader organizational objectives.

## QUALIFICATIONS

- A Bachelor's Degree in Accounting or Finance is required; CPA and MBA are preferred.



- A minimum of 7 years' experience in accounting is required.
- Experience with U.S. Office of Management and Budget (OMB) Single Audits.
- International accounting experience required, preferably within the INGO sector.
- Experience working with USG, EU, and other major institutional donors is required.
- Proficient in Microsoft Word and Excel.
- Strong written and oral communication skills, including prior experience communicating with non-native English.
- French and Arabic language skills a plus.
- Ability to manage multiple projects simultaneously.
- Strong organizational and analytical skills.
- Able to read and understand technical forms and financial reports.
- Willingness to establish and maintain effective working relationships.
- Candidates must be legally authorized to live and work in the United States without company sponsorship, now or in the future.

## **ADDITIONAL INFORMATION**

### **Work-Life Balance**

At NEF, we understand the importance of a harmonious balance between professional and personal life. We are proud to offer policies that support this balance, such as flexible working hours, remote work options, and comprehensive support for working parents, including maternity (and paternity) leave and childcare assistance. NEF's approach to leave also considers the importance that we attach to a strong work-life balance. Thus, we offer four weeks of paid leave (20 days). These initiatives are a testament to our commitment to fostering an environment where our employees can thrive at work and at home.

### **Diversity and Inclusion Policies**

Diversity and inclusion lie at the heart of NEF's ethos, particularly in leadership roles where women's voices are crucial. Our organization proactively implements diversity and inclusion



initiatives, runs women's leadership programs, and fosters supportive networks. For example, NEF proudly boasts of 35% female leaders in our senior management team and 65% diverse leaders. We regularly host advanced team learning on improving our culture and how we communicate to foster an atmosphere of trust and safety for our diverse workforce. We are dedicated to creating a diverse environment and take pride in being an equal-opportunity employer where every individual's contribution is valued and respected.

### **Professional Development**

NEF highly emphasizes our team members' professional growth and development. We offer access to a wide range of training programs and mentorship opportunities, focusing on empowering women within our organization through guidance from successful female leaders. For example, NEF's commitment to the Fair Share of Women Leaders initiative includes options for personalized development coaching, among our unique programs. These opportunities are designed to pave the way for career advancement and ensure every team member has the tools to succeed.

### **Benefits Package**

In addition to a competitive salary range, NEF offers a comprehensive benefits package which includes: 20 vacation days plus 12 Company Holidays; flexible sick-time policy, generous medical, dental and, vision coverage; HRA and FSA benefits; employer paid short and long-term disability; employer paid life insurance; TIAA-CREF retirement plan with 8% employer contribution, paid family leave, Employee Assistance Program (EAP), and more!

### **Community Impact**

The Controller role at NEF is not just a job—it's an opportunity to make a tangible contribution to innovative approaches towards socio-economic development and empowerment in conflict and crisis-affected settings, impact on community development, economic empowerment, and the support of conflict and crisis-affected groups. We place a special emphasis on initiatives focused on women's empowerment, recognizing the profound effect that our work can have on society. This aspect of the role motivates candidates who desire to contribute to meaningful change.

NEF's community impact isn't only in the field but in Syracuse. We are a proud member of both the Humentum and Bond INGO Forums, and our NEF volunteer network regularly gathers to support local community development initiatives.



## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-012024-NEF or Pat-Jones-CoverLetter-012024-NEF.

### Timeline

Closing Date: TBC

First stage interviews: TBC

Final interviews: TBC

### Selection process

The applications portal is open and we are reviewing on a rolling basis (early application advised). We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

### Equality Statement

Equality and diversity are at the core of NEF’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

### Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [nef-controller@oxfordhr.com](mailto:nef-controller@oxfordhr.com) in the first instance.



## About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.