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## **One World Surgery Finance Associate**

### **About the Organization**

One World Surgery is a global health nonprofit organization with the vision of a world committed to safe, timely and accessible surgical and primary care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical and primary care globally.

One World Surgery funds and operates the world-class Holy Family Surgery Center in Honduras and construction for a second site in the Dominican Republic is currently underway. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others in the US contribute to making a positive impact in global health. Surgical Care Affiliates (SCA) is the foundational corporate partner to One World Surgery providing financial and accounting support.

### **Position Summary**

The Finance Associate will support the comprehensive financial accounting and reporting requirements of One World Surgery. This position will be supervised by the Chief Finance Officer. The is a remote position with preferred hiring markets in Chicago, IL, Minneapolis, MN, Denver CO, or Birmingham AL.

### **Responsibilities:**

The successful candidate will be responsible for managing the financial and accounting aspects of a multi-site global non-profit organization including, but not limited to:

- Build and improve management reports and metrics dashboards and support the monthly financial reviews
- Collaborate with SCA partner to oversee month end close procedures (cash reconciliation, preparing and recording manual and recurring journal entries)
- Reconcile cash for both sites (Dominican Republic & Honduras), identify causes of discrepancies, and create plan to prevent ongoing issues
- Analyze monthly results and provide commentary on key variances to budget, forecast, and prior periods
- Review cost analysis by program, site, surgical cost per case, identify opportunities for savings, and determine how to look at this ongoing
- Build presentations for monthly operating reviews and Board meetings
- Oversee the OWS annual audit and related tax documents
- Prepare ad hoc financial analysis and reporting requests from management
- Reconcile financial data with Little Green Light data and ensure contributions are entered into the Little Green Light Database
- Ensure the proper coding of all contributions and expenses in collaboration with the Development and Program/Operations teams



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- Partner with CFO and Program/Operations lead to establish local accounting system
- Provide guidance to Honduras and Dominican teams related to financial management, oversee monthly fund requests and transfers, and review monthly expense reports
- Maintain and update financial management policies and oversee their implementation across the team
- Support the annual budgeting process across all departments and sites
- Process invoices and ensure timely payments to vendors

**Core Competencies:**

- Passion for the OWS Mission and global health with experience working with cross-cultural teams
- Extraordinary quantitative, analytical, and statistical skills
- Meticulous attention to detail and excellent problem-solving skills
- Respectful of the sensitive and confidential nature of donor-related information and board management
- Contributes both individually and collaboratively in a time-sensitive environment
- Ability to thrive in team environment
- Time management skills are imperative to success
- Professional approach to internal and external stakeholders required
- Approach challenges and opportunities with a positive attitude
- Proficient with Microsoft Office Suite including Outlook, PowerPoint, Word, and Excel

**Qualifications:**

- Qualified candidate will be highly analytical, a critical thinker, intellectually curious, with decision making skills
- Excellent communication skills both written and verbal, proactively managing multiple stakeholders
- Bachelor's degree in Accounting or Finance is required
- 3-4 years of experience required
- Travel (5 – 10%) with occasional trips to Deerfield IL, Honduras & Dominican Republic
- Spanish language knowledge preferred, but not required
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**Status:** Full time. Exempt from the provisions of wage and salary regulations.

**To Apply:** Please complete the form and submit your resume and cover letter [here](#)