

Job Position: Financial and Operations Manager

The Finance and Operations Manager position is designed for candidates who have extensive experience and knowledge with international donor-funded projects.

Duties and Responsibilities:

- Oversee financial management and financial operations, including managing local staff, setting up and overseeing financial procedures in line with donor, Kosova Education Center (KEC), and University of Iowa (UI) requirements, and setting up and maintaining financial accounts.
- Work with the UI Sponsored Programs Office team to stand up and ensure day-to-day financial processes procedures are implemented and working properly, with the appropriate checks and balances in place
- Lead the financial activities, including but not limited to: setting up and operating local (Kosovo) bank account, making payments from petty cash, and reviewing and approving accounting reports and supporting documentation.
- Manage time and expense reporting, finance, accounting and human resources policies, procedures and standards in alignment with donor and UI policies and procedure
- Prepare quarterly accrual reports, expenditure reporting, and burn rate projections for donor and UI Grants and Research Services Center.
- Work with closely with the Chief of Party to prepare required quarterly, annual, ad hoc financial reports for donor.
- Coordinate with UI and KEC to ensure all financial activities meet project needs and responding to donor inquires
- Ensure contract terms are being met and help the team closely follow the projected annual budget and work plan.

Minimum Qualifications:

- Bachelor's degree in a relevant financial or international development field; Master's degree in a relevant field will be considered a plus
- Minimum of 5 years of experience in similar financial, compliance, or operational role supporting international donor projects
- Experience with budgeting and financial reporting requirements on USAID-funded projects
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures
- Familiarity with United States Government (USG) Federal Acquisition Regulations and USG Rules
- Demonstrated experience operating in developing country environments, including managing projects, budgets, and work streams as well as local national staff
- Strong organizational and interpersonal skills and ability to solve complex problems
- Ability to write, communicate, and prepare contractual documents clearly in English.

Working hours

The employee establishes an employment relationship on a full time schedule. The full time schedule shall be eight (8) hours per day, amounting to forty (40) hours per week.