

Position Description

Job Title: Sr. Finance & Administrative Manager	Grade: 85
Incumbent: Vacant	Reports to: Executive Director, PGE
Division: Professional and Global Exchanges	Department: Professional and Global Exchanges

Purpose of Position:

The PGE Executive Director (ED) supervises the IVLP and PE divisions located in 1400 K Street office. The Sr. Finance and Administrative Manager will assist the Executive Director with the administrative and financial oversight, contract compliance and new program development for the units under the ED's direction. The incumbent will also represent the ED on IIE committees and at external meetings as appropriate.

Principal Responsibilities:

Responsible for exercising a broad range of management skills in international education administration, including: financial and contracts/grants management; staff training on administrative, financial and software systems; development and training on internal policy and procedures; and organizational representation. The majority of the position will be financial and administrative management. The incumbent plays an integral role on teams involved in the programmatic expansion of the offices reporting to the PGE Executive Director.

With general supervision from the ED, and in collaboration with assigned PGE staff, the incumbent is responsible for the following areas/tasks:

- Planning, management and tracking of division financial and contractual systems totaling \$7+million annually. Includes annual preparation, in conjunction with the department director, of complex annual budget and funding proposals, budget planning and reconciliation, liaison with internal IIE contacts regarding accounts and systems, sub-contractor and consultant recruitment and contracting, and advising the division director on status of accounts and expenses on a regular basis;
- Liaison with subcontractors, as assigned, according to IIE procurement standards;

- IIE Finance and Administration in the development of program accounting procedures, clarification of policies, discussion of problems, and proposal of solutions;
- IIE IT to be sure that PGE computers and applications are operational and responsive. These applications include, but are not limited to, eNPA, SAP, IIE Enterprise, and the PE database. Maintains divisional emergency laptop;
- IIE Human Resources and unit Directors in the hiring and orientation of new staff. This includes the budgeting of positions and internal hiring procedures;
- IIE Administrative Services regarding DC facilities, office and cubicle assignments, and conference rooms;
- IIE Grants and Contracts and Internal Counsel for drafting contracts and budgets for new as well as renewed sponsored programs;
- Inquiries from internal and external staff members concerning appropriate policy and procedure;
- Development of training and reference materials for regularly scheduled/as needed training for PGE staff members on financial policies and procedures as well as applications;
- PGE websites for compliance with U.S. government internet regulations such as Section 508 and maintains and develops internal online training resources for the division;
- Accuracy and consistency of program staff members' submission of financial documentation;
- Supervision of PGE Finance and Administrative Coordinator;
- Professional representation of the PGE Division and IIE with government and other sponsors, other cooperating agencies for the program, participants, the exchange community and the concerned general public;
- Special projects as assigned.

Qualifications: Education/Experience/Skills:

- M.A. or equivalent in a field related to public or business administration, with a preferred focus on international development education or training;

- 4 years' or more experience, including managerial experience, in the development, planning and administration of international exchange/development projects, including budgeting and evaluation;
- Strong budget analysis/planning skills;
- Strong operations and computer skills, strong understanding of web-based software as well as databases;
- Analytical and creative thinking;
- Flexibility, sense of humor and team approach in implementing division projects and responsibilities in close collaboration with other division staff;
- Availability for occasional evening/weekend work and domestic travel;
- Ability to communicate on personal and group level with mid-career professionals from various cultures;
- Ability to interact effectively and diplomatically with senior administrators in governmental, non-governmental and corporate sectors;
- Ability to motivate and negotiate;
- Demonstrated leadership capability;
- Study and/or work experience overseas;
- Familiarity with the major multilateral and NGO development organizations in the U.S. and related U.S. government agencies;
- Ability to travel domestically; and
- Effective writing skills.

Supervision Exercised:

Directly supervises unit with 2 Program Coordinators; coordinates with financial supervisors of other divisions and offices. Coordinates adherence of procedures and policy, deliverable tracking, administrative/HR policy and other activities by staff in multiple units who are outside direct supervision.

Supervision Received:

Works under the general supervision of the PGE Executive Director.

Personal Characteristics:

- Strong judgment and ability to independently problem solve.
- Consistently follows-up on tasks, takes ownership of projects and responsibilities and able to supervise others on multiple tasks.
- Able to multi-task, juggle several projects concurrently and devote equal/adequate attention to all under very tight deadlines
- Able to supervise and motivate staff and lead by example
- Works as a team player - contributes to the team, as well as coordinate tasks by staff and units outside of direct supervisory responsibility
- Professional and mature, can interface with multiple audiences