Assistant Financial Manager
as of January 30, 2019

Our Company, Our Mission
Legacy International is a 40+ year old non-profit that works nationally and internationally to equip emerging leaders transform their values and vision into sustainable success. Programs and services help people of all ages and backgrounds:

- form effective teams around shared values,
- work collaboratively to improve their communities,
- develop entrepreneurial businesses, projects, and mindsets
- promote socially cohesive and sustainable communities

Legacy is funded by federal and private grants, fee-for-service income, gifts and donations. We are headquartered in Bedford, Virginia, in the Blue Ridge foothills, with additional employees working remotely in Washington, DC and program delivery sites across the US and in other countries.

General Description
Legacy seeks a full-time Assistant Financial Manager to be a strategic member of our home-office management team. Work as part of a highly-collaborative four-person team that manages financial operations, accounting, audit preparations, and financial planning for Legacy’s $2.5+ million annual budget. This role requires high level of accuracy; an ability to analyze and report in such areas as forecasting, budget and control, cash flow and trends; strong communications skills; and a passion to support the work of an idealistic, international service and training organization. Potential for advancement to higher level financial management exists.

Location / Workload
This is a full-time, salaried position based at Legacy’s home office in Bedford County, Virginia. (Remote work is not possible.)

Specific Responsibilities
Responsibilities will be tailored to candidate’s background and experience to include a combination of tasks outlined below.

1) data entry for accounts payable, accounts receivables, deposits, cash advances, online banking transactions, company credit card processing, and checking account maintenance;
2) monthly departmental reporting and invoicing;
3) federal grant expense management and compliance;
4) creating fundraising and operating budgets for new programs;
5) compilation and data entry for payroll;
6) company insurance coordination;
7) creating and implementing policies and procedures according to federal regulations;
8) maintaining multi-departmental filing systems, both digital and paper
9) audit compilations and document preparation
10) regular interface with program delivery staff concerning budgets, expenses, payables, and documentation

Qualifications
- Knowledge of and experience with bookkeeping and/or accounting with at least 3 years of professional experience.
- Proficiency with Microsoft Office (Excel, Word), accounting software (preferably Sage 50), and email communications.
- Previous experience managing federal grant or contract operations is preferred.
- Good communications, human relations, and problem-solving skills.
- Strong math aptitude and accuracy with numbers; good memory and attention to detail.
- Proven ability to manage large amounts of data, meet multiple deadlines, balance priorities, and work both with supervision and independently.
- Proven capacity for maintaining confidentiality.
- Flexible; enjoys working independently and working in a collaborative environment with people of diverse backgrounds and nationalities. Is effective in both situations.
- Fluency in written and spoken English, with legible handwriting.
- U.S. citizen or permanent resident with valid work authorization.
- Physical ability to stoop, kneel, bend, use a computer and other office equipment, and perform light lifting.

Culture, Salary & Benefits
Legacy International has a successful 40+ year track record delivering high quality training programs with ongoing coaching and mentoring. Legacy’s Founder, J.E. Rash, embodies social innovation and promotes creative thinking company wide. We have a relaxed dress code and flexible scheduling. This is a non-smoking environment, both inside and surrounding the office.

Salary: starts at $40,000. Negotiable, based on experience.

Benefits
- Paid leave;
- Legacy’s Health Reimbursement Account (HRA) health plan provides eligible employees with tax-free monetary reimbursements for qualified medical expenses. (For full time employees, the HRA amount is $3,000 per year.)

TO APPLY: send cover letter and resume by **February 28** to Leila Baz, HR Coordinator;
[staff@legacyintl.org](mailto:staff@legacyintl.org)

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified person. The competitive standards are set by each group of applicants.