



WE DELETE BLOOD CANCER

Department: Finance
Title: Finance Manager
Key Areas: Finance, Accounting, Treasury, Controlling, Governance, Fundraising regulations, Government/State registrations, Board of Directors and Legal Matters, Insurance, Risk Management
Direct Report: Head of Improvement & Service Management
Employee Category: Exempt
Exemption: Employee

About DKMS

Get inspired by doing something that really matters and join our team of dedicated, caring people at DKMS. Every day, we help save lives by adding more registrants to the global bone marrow registries and connecting patients in need of a transplant with matching donors who can save their lives. Globally, we've registered almost 11 million registrants, and more than 100,000 of these have gone on to donate to patients. You'll be part of a growing international nonprofit where initiative, compassion, collaboration and strategic thinking are rewarded as we work together to expand our reach, recruit more registrants and help save more lives.

Position Summary:

The Finance Manager is responsible for managing all aspects of Finance/Accounting and Controlling in close contact with the Accounting Department and Group Controlling in Germany. The position will have primary day-to-day responsibility for planning, managing, controlling and reporting all finance-related activities of DKMS, along with strategic and financial planning responsibilities to support the organization's annual strategy and budget planning process.

This role will have direct responsibility of the following activities: reporting, cash management, financial forecasting and analysis as well as managing all governance, regulatory, Board of Directors and insurance issues. Reporting directly to the Head of Department and working closely with international counter parts, this is an exciting opportunity for someone who wants to be part of an entrepreneurial and committed cross-cultural team.

Responsibilities:

- Provide effective financial management in line with the DKMS strategic plan
- Supervise the operations of the Finance Department, and actively participate in the daily activities by working within our SAP system and others (i.e. Lucanet)
- Manage and oversee all accounting practices, including managing the annual financial audit, and ensure proper internal controls as well as compliance with policies, procedures and guidelines
- Create, direct, monitor and analyze budgets and effectively communicate critical financial matters to Head of Department, Executive Team, and/or Board of Directors
- Ensure the timely and accurate preparation and submission of financial statements, reports and liquidity analysis to stakeholders. Lead the preparation and review of federal and state tax returns in conjunction with independent auditors
- Consistently review and accordingly adjust financial policies and procedures with an eye on compliance, streamlining and improving where applicable
- Work collaboratively and in coordination with other department heads to provide regular financial updates to members of senior management

- Responsible for ongoing risk management including overseeing all insurance coverage, and providing necessary recommendations on upgrades, coordinating timely renewals and ensuring policy requirements are met throughout the organization
- In charge of contracts/agreements made with DKMS; managing negotiations and renewals as appropriate
- Ensure all governmental/state registrations are filed as required, and all regulatory requirements are fulfilled
- Manage and effectively lead and develop our professional staff in the finance area

Requirements/Qualifications:

- BA/BS degree in accounting or other business degree, MBA in Finance and Accounting; **CPA of advantage**
- 7+ years of significant financial and managerial experience in a complex organization; nonprofit environment experience preferred; international experience a plus
- Must have strong knowledge of complex finance systems such as SAP or similar; experience implementing new systems a plus
- Demonstrated budgeting skills and solid experience in financial systems with strong knowledge of Generally Accepted Account Principles; IFRS knowledge a plus
- Strong communication skills; especially the ability to communicate technical/financial information to non-financial managers
- Demonstrated “hands-on” experience in financial reporting, accounting, budgeting, and financial controls, and the effective use of related technology tools
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; work well in group/individual problem-solving situations
- Self-starter, resourceful in researching multiple potential solutions and strong analytical skills to assess best approach
- Strong leadership skills; experience in managing teams a plus
- Ability to maintain confidentiality in their work, exercising good judgment and the highest level of discretion at all times
- Excellent strategic thinking and long-range planning skills as well as proven ability to follow through
- Practical experience, knowledge and capability in legal, governance, regulatory, registration matters and requirements
- Ability to lead risk management and handle insurance coverage
- Accomplished at working in an environment that is demanding, fast-paced, where there are competing needs and at times, limited resources
- Experience in creating innovative resource management solutions

To Apply: Please send resumes and cover letters to Careers@dkms.org and place “Director of Finance” in the subject line.