



Pratham USA

JOB TITLE: Manager, Finance

Overview

Established in 1995 to provide education to children in Mumbai slums, Pratham (which means “first” in Sanskrit) is now one of the largest and most successful non-governmental education organizations in India. Working in collaboration with governments, communities, parents, teachers, and volunteers, we focus on innovative interventions to address gaps in the education system. The clarity of our mission—“every child in school and learning well”—drives our focus to make an impact on the lives of India’s children and extends from our leadership to our team in the field.

With operations in 21 of India's 29 states, Pratham reaches millions of children and youth each year, from Kashmir to Tamil Nadu. Our methods have also spread beyond India's borders through ASER (Annual Status of Education Report), India’s largest citizen-led assessment which has inspired parallel assessments of children's learning in fourteen countries across the world.

What we do

Develop Innovative Programs - Pratham uses outcome-driven programs that reconfigure teaching methodologies and challenge ineffective learning mechanisms. Our strategies focus on results, accountability and continuous learning and improvement.

Build Scalable Models - Pratham's low-cost learning models are rigorously tested and evaluated so they can be easily replicated on a larger scale to provide quality education to every child.

Advocate Change - Pratham’s willingness to take risks, adapt to changing circumstances and look beyond our programs gives us the leverage to create broader change. We amplify our impact by freely sharing information with other nonprofits and using our findings to advocate for large-scale policy changes.

Inspire Action - We engage parents, teachers and government to make learning a community effort. Local volunteers are vetted, trained and monitored to help implement learning interventions at the grassroots level using Pratham’s high-quality teaching materials.



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Pratham USA is a volunteer-driven organization with 13 chapters across the United States that raise awareness and mobilize financial resources for our work on the ground. With a four-star rating (the highest possible) from Charity Navigator, Pratham USA demonstrates accountability and transparency as a non profit organization. More information about Pratham USA can be found here: [|Pratham USA](#)

Job Description

Pratham USA is looking for an experienced non-profit Finance professional with a high value background and established skills to join Pratham USA's Finance and Accounting team.

This role requires you to work proactively and independently with minimal supervision as well as the ability to communicate, collaborate and influence at a high level. The Finance Manager will report to the Pratham USA Head of Operations.

Pratham USA seeks an entrepreneurial individual with an exceptional level of personal responsibility, who is both adept at conveying our message persuasively to garner financial resources while managing processes to ensure a strong and responsive finance function.

Specific Responsibilities

- **Accounting:** Manage all accounting activities including payroll functions, reconciliations, shared allocations, and restricted assets, while ensuring compliance with GAAP standards, regulatory requirements, and other policies and best practices. Reviews payroll prior to submission. Design, administer and oversee accounting structure, fiscal policies, internal controls, systems Design and maintain accounting structure, fiscal policies, internal controls, systems (QuickBooks Desktop), and related schedules (Excel). Supervise and support staff accountant.
- **Audit and Tax Filings:** Lead the preparation and review of year-end audited financial statements and federal and state filings in conjunction with independent auditors. Assist with preparation of annual Federal and State and local tax returns, including forms 990, 199, RRF1 and others as needed



- **Budgeting:** Lead the preparation of all organizational budgets and financial plans and provide high-quality fiscal management, including tracking income and expenses, reporting against budget, updating quarterly forecasts, and monitoring cash flow. Present accurate and timely budget and financial reports to Board/Leadership, and others. Ensure balance sheet accounts are reconciled monthly and that reconciling items are timely researched and resolved.
- **Contracts:** Ensure acceptable requirements and tracking abilities; monitors compliance and reporting to ensure synchronization with all departments; review grant budget applications. Reviews financial reports with the management team.
- **Reporting:** Develop reports to enhance monitoring and management of programs, restricted grants, cash flow projections, and board-restricted net assets. Perform long-term financial modeling to aid strategic planning and development approaches. Ensuring compliance with all government regulations, including those related to employment, and charitable registrations.
- **Insurance:** Oversee risk management, including all organizational insurance coverage.
- **Governance:** Provide support to the Leadership team in managing/reporting to the Board of Directors and committees, attending Board meetings as necessary and documenting actions through minutes.
- **Other:** Identify and implement solutions to improve Pratham USA's financial functions, including adoption of new technologies and programs to enhance efficiencies. Other miscellaneous tasks that may arise.

Compensation

The position is full-time with competitive compensation and benefits commensurate with the US market in the social impact field.

Location and Travel

This is a remote role which will require flexibility to be available to travel as needed.



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How to Apply

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to hiring@prathamusa.org.

Pratham is an equal opportunity employer and encourages people from diverse backgrounds to apply for positions within our organization.