



COMMUNITY COALITION FOR
HAI+

Position Announcement: CCH Business Manager

The Community Coalition for Haiti (CCH) is a Christian organization. Our staff and volunteers have been partnering with the people of Haiti for nearly 30 years. CCH's mission is to transform lives, one-by-one, through long term, community driven solutions in healthcare, education and community development. Believing in the power of God's love, we walk alongside our partners, encouraging and equipping one another to lead, achieve and inspire.

CCH was founded in the United States. Our small leadership team in the US, together with our Board of Directors, are based outside of Washington, DC. CCH's operations in Haiti are headquartered in Jacmel.

CCH is currently seeking a new **Business Manager** to join our team. The primary responsibility of the CCH Business Manager is to execute and ensure effective and efficient financial and administrative operations of CCH in Haiti. The duties of the Business Manager are varied, and all tasks are critical to building and maintaining a strong foundation for CCH's ministries. An ideal candidate for the position is a strong multi-tasker who is detail oriented, works well individually and in groups and has proven ability to identify priorities and complete related deliverables. The Business Manager must manage his or her time well to operate effectively in a busy nonprofit. Communicating frequently with CCH Leadership in Haiti and the US is also a necessary and important part of this position. The Business Manager must participate actively in these communications using email, phone, Zoom and/or face-to-face meetings.

Verbal and written English language is required. Experience with both Quickbooks and Microsoft Excel is preferred, but candidates who have understanding of other accounting software may apply.

The Business Manager reports directly to the CCH In-Country Director.¹ This is a paid, full-time position supported by a signed Service Agreement. Anticipated start date for the position is July or August 2019.

Essential Duties and Responsibilities:

- Maintain and manage all financial books of record, reports and accounts of CCH in Haiti
- Reconcile all accounts at least monthly, preparing and sharing relevant financial reports according to CCH policies and procedures
- Manage in-country cash balances and projections
- Collect and keep organized all cash receipts and expense documentation
- Support CCH leadership in annual audit preparation and responses
- Manage purchasing for CCH Clinics, Education and Community Programs and Isaiah House
- Coordinate payments requests by CCH-Haiti and CCH-US, as needed

¹ The CCH In-Country Director is the ultimate supervisor of all CCH Service Providers in Haiti. Because of the nature of his/her responsibilities, the In-Country Director may designate another member of his/her staff as the individual to whom a Service Provider reports directly on a day-to-day basis. When necessary, disputes shall be settled by the CCH In-Country Director.

- Lead monthly budget meetings with CCH Leadership in Haiti to plan program budgets, assess budget to actuals and/or troubleshoot budget challenges
- Establish and maintain CCH vendor files, including updated contact information and history of transactions
- Track and maintain Isaiah House inventories, to include: emergency preparedness supplies, cleaning supplies, guestroom supplies, kitchen supplies
- Prepare and manage submission of monthly in-country payroll
- Track all CCH lease arrangements in Haiti
- Track all CCH insurance and tax payments in Haiti
- Maintain all CCH files in Haiti, including personnel files (current and archived)
- Safeguard all CCH cash, bank accounts and other tangible assets.
- Provide basic Human Resources duties for the organization including new hire and termination documentation, DGI reporting and communications, etc.

Team Participation and Professional Development:

- Understand and be conversant in the CCH mission, values and goals
- Be an enthusiastic representative of CCH in Haiti
- Participate actively in CCH team building and staff development opportunities
- Support CCH volunteer teams as needed and/or directed by In-Country Director
- Serve as a member of the CCH Leadership Team in Haiti
- Participate in weekly All-Staff Calls with CCH Leadership from US and Haiti

Salary is paid in USD and is paid monthly in arrears. This position is eligible to receive the 13th month bonus. Monthly salary will be determined based on education and experience.

To apply for this position:

Please email your Resume and a Cover Letter to Rubinste St Louis, In-Country Director of CCH at rubinste@cchaiti.org. Your Resume should summarize your education and work experience. Your Cover Letter should explain why you believe you are a good match for this position. **Please provide your Resume and Cover Letter in English.**

If you do not have access to email, your application materials can also be delivered to Rubinste St Louis at 18 Rue Dupretunier, Jacmel.

All application materials should be submitted to CCH no later than Monday, 08 July.