

POSITION ANNOUNCEMENT

Finance Specialist, Latin America and the Caribbean (LAC) Environment Support Mechanism

Location	Washington, DC
Application Deadline	Applications will be reviewed as they are received. Candidates strongly encouraged to apply ASAP. Applications received by June 12 th will be given preference.
Expected Start	October 1, 2019
Position Duration	Full Time Employee for Five-Year Term
Compensation	Commensurate with Experience

This opportunity is contingent on contract award, which is expected to be confirmed Fall 2019.

Environmental Incentives

Environmental Incentives’ mission is to enhance the natural systems that sustain resilient and healthy communities. We design performance-driven approaches to conservation that empower public and private sector leaders to multiply their impact. We are environmental thought leaders pioneering a new wave of conservation, helping people get the most from their investments in the environment. Since our establishment in 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally. Environmental Incentives is a certified B Corporation operating three offices across the U.S. and supporting field staff in multiple countries.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, DC
- Mountain Office - Denver, CO

Opportunity

Environmental Incentives is seeking to hire a Finance Specialist for USAID’s Bureau for Latin America and the Caribbean (LAC) *Environment Support Mechanism* activity to join our International Practice. The position will be based in Washington, DC, for the duration of the five-year activity. USAID has 13 field offices, 4 regional programs, and Washington-based programs focusing on Cuba, Ecuador, and Venezuela.

The LAC Environment Support Mechanism will help USAID strengthen its programming in Latin America and the Caribbean by providing expert technical and logistical support services to strengthen the design, management, and evaluation of regional and bilateral environment, resilience, and energy programs in the LAC region.

Principal Duties

The Finance Specialist will support a team of EI and partner organization staff that provides technical and logistical support to USAID LAC Bureau and field operating units for:

- (1) Program and activity design and implementation support;

- (2) Monitoring and evaluation of environment, resilience, and energy programs;
- (3) Skills-building workshops; and
- (4) Analysis and communication of environment and energy trends, data, and issues

All services will be informed by deep understanding of USAID's priorities and current environment challenges in Latin America and the Caribbean, including those related to safeguards, combatting wildlife trafficking, resilience, environmental compliance, sustainable landscapes, engagement of indigenous communities, and modern energy. The Finance Specialist will be responsible for:

Financial Operations and Reporting

- Manage and oversee systems for the contracts' financial and accounting data and records, including monitoring and tracking labor costs.
- Compile and maintain data needed to effectively monitor and report status of various financial needs.
- Support day-to-day financial operations, ensuring timely and accurate outputs. Make financial adjustments as necessary to accommodate changing priorities, meet deadlines, and effectively organize tasks.
- Assist with program operations and management tasks as needed.

Financial Tools

- Support senior program managers in developing tools for budgeting, financial forecasting, and program monitoring.
- Build financial models and budget management tools to carry out financial analyses and forecasts to support management decisions.
- Develop data visualizations and dashboards to communicate complex financial and other data.
- Develop deliverable tracking and program monitoring tools.

Qualifications

Environmental Incentives seeks talented, creative and inspired professionals who can provide technical leadership in a growing practice while being flexible enough to fit into a strong culture.

Minimum Qualifications

- Bachelor's Degree in Business, Accounting, Finance or another relevant field
- Minimum 5 years' relevant work experience (without Master's degree) or 3 year's relevant work experience (with Master's Degree).
- Demonstrated fiscal and administrative experience managing contracts regarding budgeting, financial reporting, analysis, forecasting for multiple individual funding sources and its various budget components and pipeline tracking and reporting.
- Demonstrated knowledge and experience monitoring and tracking labor costs funded either by multiple sources or on a job-costing basis.
- Knowledge of USAID programming, approaches, and policy, including USAID programming policy, learning priorities, and procedures.
- Highly organized with excellent verbal and written communication skills, as well as advanced facilitation skills.
- Ability to perform all functions of this position in Spanish, including written and verbal communications. Knowledge of Portuguese and/or French strongly preferred.

- Willingness to travel internationally for periods of one or two weeks approximately four to eight times per year.
- Ability to attend conference calls and virtual meetings with international clients outside of regular business hours approximately 3-6 times per month.

Strongly Preferred

- Consulting or employment experience with USAID or a similar US government organization in the environment or development sector (USFWS, USDOS, USDO-IITAP).
- Work experience in the Latin America and Caribbean region.
- Experience or familiarity with the Open Standards for the Practice of Conservation and Miradi software.

HOW TO APPLY

To apply, please submit a cover letter and resume to EI's [Careers](#) page with "Finance Specialist, Latin America and the Caribbean" as the position title. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified. Submit any questions to hr@enviroincentives.com.

What happens next?

While resumes and cover letters allow us to screen for certain characteristics, they don't always let us know who you are and the particular qualities and skills you possess. Therefore, after you apply, if we think you align with Environmental Incentives' principles we will ask you to complete writing and spreadsheet exercises to allow you to better showcase your clarity of thought, verbal and written communication, and ability to create new and innovative ideas. Then we will welcome qualified candidates to interview with the Environmental Incentives team.

Environmental Incentives is an Equal Opportunity Employer

We are committed to developing an inclusive work environment where diversity of thought, style, culture and skill and is valued in support of individual performance and potential, as well as our business goals and mission.