**Consultant: Finance and Operations Manager**

The Carter Center is guided by a fundamental commitment to promote human rights, alleviate human suffering, enhance freedom and democracy, and improve health conditions. The Center seeks a highly qualified, motivated, and energetic consultant to the Center’s US Elections Project.

**Start date:** As soon as possible.

**Location:** remote with ability to potentially travel to Michigan and Arizona, and potentially Atlanta

**Pay:** Commensurate with experience

**Length of Assignment:** Through December 2022, with possibility of extension.

**Background**

The Democracy Program at The Carter Center works globally to support and strengthen participatory democracy, consistent with human rights. Beginning in 2020, The Carter Center began efforts to support elections in the United States. There are multiple key aspects to this project: establishing nonpartisan observation efforts, tracking disinformation and dangerous speech, contributing to electoral reform, and promoting candidate codes of conduct.

The Carter Center is advancing nonpartisan observation efforts in two key states: Arizona and Michigan. These states were selected following assessments completed on multiple states. Nonpartisan observation efforts implemented and/or supported by The Carter Center will differ from existing partisan pollwatchers and election-protection groups. The goal of nonpartisan observation is to provide credible and transparent information on the conduct of elections in each state through public reports.

The Finance and Operations Manager support The Carter Center’s nonpartisan Observation efforts by managing the finance and operations in both states. They will report directly to the US Nonpartisan Observation Coordinators in Michigan and Arizona and to the US Elections team in Atlanta.

**Key Responsibilities:**

- Assist the observation mission team in all financial matters to ensure compliance with TCC policies, US tax code, and compliance with any potential external funding sources that are acquired:
  - Oversight of preparation and submission of any financial reports ensuring they comply with requirements established by Peace Finance in TCC/Atlanta;
  - Prepare or review budget numbers and requests for any needed project advances, including management of program funds for accommodation, transportation and communication;
• Coordinate any advances and reconciliations, including of petty cash, with TCC staff and observers;
• If Carter Center funds are entrusted to the financial manager from any source, they accept fiduciary responsibility for all such funds. They agree to safeguard such funds and, at all times, expend funds in a fiscally prudent manner and keep adequate financial records.

• Additional possible duties, as requested:
  • Conduct internal audits and reconciliations for all expenses related to the observation mission;
  • Oversee management and procurement of office supplies, IT equipment, logistics, and necessary maintenance.
    ▪ Develop and enforce procurement procedures and maintain documents (e.g. multiple quotes on equipment purchases);
    ▪ Negotiation of contracts and maintenance of relationships with any suppliers, including internet, communications contracts, utility contracts, cars and drivers, hotel(s) for the mission, office, and all other leases and service agreements;
    ▪ Maintain documents and records for all lease and service agreements;
  • Create and maintain any office inventory, including supplies and equipment in the Asset Panda or appropriate software as directed by OO.

• Draft sections of weekly reports regarding project operations, admin and finance. Assist in drafting and editing the final report in consultation with Atlanta staff and COP. Coordinate bids for translation and layout of final report.
• Work closely with the subgrant manager to ensure compliance with the subgrant agreements and Carter Center policies.
• Perform other tasks as appropriate for the well-functioning of the mission.

Preferred Qualifications:

• Minimum 5 years of experience in accounting, finance, and logistics work in the non-profit sphere;
• Knowledge of relevant law and codes on stipend distribution in the US
• Previous experience working with civil society is a plus;
• Flexibility and adaptability as The Carter Center pilots new streams of work in a rapidly changing political context;
• Proficiency in utilizing Microsoft Excel, Power BI, and/or other financial management tools.

Please upload a cover letter, at least 3 references, and a CV to:
https://airtable.com/shrMfUSq0TS0kokI8

Only applications submitted at the above site will be considered.

Deadline for submissions:

Applications accepted on a rolling basis until the position is filled. Interested parties are encouraged to submit their application as soon as possible.

Only those candidates selected for an interview or additional consideration will be notified by the Center. No separate emails, phone calls, or in-person contacts, please.