

The [National Endowment for Democracy](#) (NED), is a private, nonprofit grantmaking foundation dedicated to the growth and strengthening of democratic institutions around the globe. With an annual appropriation from Congress, NED makes more than 2,000 grants to support the projects of nongovernmental groups abroad who are working for democratic goals in more than 100 countries. Governed by an independent Board of Directors, NED holds a unique role as America's leading foundation for freedom, empowering the institution to be nimble, innovative, and risk-taking in support of democratic activists, civil society organizations, independent media, and the NED family core institutes (the International Republican Institute, the National Democratic Institute, the Center for International Private Enterprise, and the Solidarity Center). We seek a motivated, energetic, organized, and resourceful **Manager, Disbursements** who is a mission-oriented team player, and who would be excited to join a growing and fast-paced **Finance**, team. This position is based in Washington, D.C.

### **Position Summary:**

The Manager, Disbursements is an integral part of the Finance management team supporting NED's international grantmaking program and democracy support activities. This position is directly responsible for the management of the accuracy, timeliness, and compliance of both NED's daily grantee payments and operational vendor disbursements that are processed in several banking platforms. The Manager, Disbursements also collaborates with both internal stakeholders and external banking partners to ensure successful payment delivery and to coordinate compliance responses in accordance with applicable regulation and organizational standard. The position supervises several disbursements staff and provides daily review and approval of authorized disbursements prior to release. This position also provides guidance on complex international wire instructions and provides updates on changes to global banking standards.

### **Responsibilities:**

Responsibilities include resolution of any payment delivery issues, and support for NED's response to bank compliance examiners. A direct liaison to the Grants team, the manager is actively engaged in cross-functional working groups and ensures effective communication flow.

- Supervises and mentors the disbursement specialists on daily grantee and vendor electronic payments, including active problem-solving and resolution of any issues encountered in the payment cycle.
- Work with Banking institute on KYCs and other regulatory banking reporting.

- Validates that incoming disbursement requests are properly authorized and accurately recorded in NED's financial system, and prepares daily drawdown requests against NED's federal awards.
- Acts as an approver to release daily disbursements from NED's banking platforms and applies payment application to related invoices.
- Manages and resolves delivery issues with banking partners and grantmaking staff, while updating and consulting with Finance leadership on challenges and common trends.
- Monitors any necessary traces and recalls placed on delayed payments, and manages necessary reissuances in a timely manner.
- Provides oversight to ensure all payee beneficiary records in NED's business systems and banking platforms are accurately maintained.
- Produces timely and accurate financial data analysis for management to enable sound decision-making.
- Coordinates and delivers appropriate responses to bank compliance examiners, ensuring responses are compliant with OFAC and other regulations while maintaining organizational standards.
- Maintains documents on OFAC countries and other high-risk jurisdictions to maintain internal controls and ensure readiness to respond to any compliance related banking matters.
- Acts as a point of contact between the Finance and Grantmaking departments, and as a general resource for questions from non-finance personnel with regards to NED Finance policies, procedures, and banking compliance.
- Informs Finance and Grantmaking departments of any changes to global banking requirements and/or other banking standards that may impact NED's ability to fulfill obligations
- Identifies risk mitigation strategies related to foreign exchange and remittance to non-traditional money service providers.
- Leads continuous process improvement by developing and implementing improvements in policies and procedures related to cash management and disbursement activities.
- Participates on various cross-sectional working groups to provide Finance input on changes in systems, processes and procedures, etc. while ensuring Finance leadership stays informed of any significant issues.
- Supports the Controller with the preparation of required audit schedules, and further assists with related audit inquiries.
- Serves as a mentor to other members of the extended Finance team.
- Performs other duties as may be assigned.

**Qualifications:**

### Knowledge/Experience:

- Bachelors' degree in Accounting or Finance required.
- 4-6 years related experience, including 2+ years supervisory experience, preferably in a mission-driven, nonprofit environment.
- Strong understanding of the international banking environment and regulations including OFAC compliance.
- Solid technical knowledge in electronic funds transfer management, specifically with complex international wire transfers.
- Demonstrated experience with use of multiple online banking platforms (WUBS Global Pay and WU Edge platforms preferred).
- Demonstrated use of robust accounting and business software packages related to purchasing/disbursements function. Microsoft NAV Serenic Navigator accounting software is preferred, and experience with grants management systems is a
- Demonstrated understanding and experience working with banking, OFAC, KYCs and other regulations that impact payment delivery.
- Intermediate to advanced level working knowledge of Microsoft Excel and other Office Must have experience managing large data sets (i.e. creating pivot tables, using lookups and advanced formulas).

### Other Qualifications:

- Working knowledge of internal controls and best practices as applied to the disbursements function.
- Strong written and verbal communication is required; ability to translate financial and banking terms to effectively communicate with finance and non-finance personnel.
- Proven critical-thinking ability for effective problem solving.
- Ability to manage high workload cycle times successfully.
- Authorized to work in the United States.

### Competencies:

- Paramount professional integrity, initiative, confidentiality and dependability.
- Highly professional demeanor, with strong interpersonal, supervisory, and customer service skills to effectively interact with all levels of staff.
- Employs team-building, mentoring approach to interactions and working style.
- Commitment and ability to excel in a fast-paced environment; works effectively under time pressure and meets deadlines.

- Confidence in addressing policy and procedure compliance questions.
- Keen attention to details and accuracy in all work products.
- Solid organizational and documentation skills.
- Ability to quickly learn new systems, processes and procedures.
- Flexibility in approach to work processes and tasks.

**To Apply:**

Applications must include a cover letter, resume, desired salary, and contact information for three professional references, of which one should be a supervisor. Please, no phone call inquiries.

The NED is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other legally protected characteristics covered by applicable law. The NED is committed to working with and providing reasonable accommodation for all qualified individuals and bases all employment decisions on qualifications, merit, and business need. The NED believes that diversity and inclusion amongst our team members are critical to our success as an organization operating globally and seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

For more information, please visit our website at <http://www.ned.org/careers> or [careers@ned.org](mailto:careers@ned.org).