



Job Description

Vice President

Finance and Administration

Gradian Health Systems seeks an experienced Vice President of Finance and Administration. Reporting to the Chief Executive Officer, the Vice President will be responsible for Gradian's financial and administrative strategy for our global operations. Gradian is a maturing start-up operating in over 30 countries with offices in NYC, Nairobi, and Dar es Salaam. The Vice President is expected to plan, manage, and coordinate financial and administrative operations so they scale in line with the mission and growth of the company. This is an outstanding opportunity for someone with deep financial and administrative experience and a proven track record of creative problem-solving to join a high-growth, mission-driven organization. This position is based in New York City.

Responsibilities

- **Finance:** Formulate policies for future growth, including managing domestic and international finance and tax operations, and overseeing accounting systems for Gradian in New York and East Africa. This will include a strong focus on migration of existing work and design of an integrated system with our African-based offices.
 - Manage domestic and international finance and tax operations
 - Complete annual global audit and tax filings with outside auditors
 - Create financial and cash flow reports for the executive team and board
 - Prepare board meeting minutes and assist with board meeting package
 - Oversee global inventory management for products and accessories
 - Oversee reporting obligations for Gradian's portfolio of grants
 - Manage key relationships with banks, auditors, donors, and other financial institutions
 - Collaborate on annual, department-level budgeting in order to develop cross-functional financial plans and models in order to budget for strategic growth

- **Incorporation and Facilities Management:** Oversee and manage all contracts, leases, and service agreements between Gradian and third parties and vendors related to organization and facilities management.
 - Oversee legal structure and incorporation of Gradian's offices in Nairobi and Dar es Salaam
 - Manage Gradian's external contractors related to building and IT management
 - Manage outside human resource (HR) contractors responsible for Gradian's HR information system (HRIS), including payroll and benefits for US- and internationally-based employees



- **Process Development:** Edit and design methods for managing financial, inventory, and administrative operations, with a specific focus on optimizing existing and introducing new tools and platforms to appropriately preparing for scale across business functions.
 - Manage integration of financial and operational oversight of inventory across platforms (e.g., QuickBooks, Salesforce)
 - Develop standard operating procedures (SOPs) for information sharing across teams to ensure checks and balances between operations and finances (e.g., technical services, clinical training)
 - Oversee onboarding procedures for new hires and coordinate rollout of new HR policies
 - Ensure parity of employee benefits across employees in the United States and East Africa

Qualifications

- 7+ years of financial, accounting, and budgeting experience
- Deep knowledge of for-profit accounting required – knowledge of non-profit accounting, including grant accounting, compliance and reporting, is a plus
- Experience overseeing human resources, information technology, and facilities management rooted in a proven track record of building operational functions at a start-up
- Background in design and oversight of production and inventory management systems
- Expertise in supervising senior staff and working collaboratively with a management team born of strong problem-solving and conflict resolution skills
- A progressive team leader who can drive strategic impact and tactical initiatives by bringing an energetic, flexible, collaborative and proactive personality to the team
- Relevant undergraduate degree, though advanced degree strongly preferred
- Demonstrated track record building finance and admin functions in a start-up

To apply, please submit a resume and cover letter to jobs@gradianhealth.org.

Gradian Health Systems

Gradian Health Systems is a nonprofit medical technology company that works to transform the impact of medical equipment in low-resource hospitals around the world. With a business model that blends sales and grant revenue to sustain our mission, we distribute world-class medical devices and provide local, hands-on training and customer support to minimize downtime and maximize impact. Gradian works in partnership with governments, distributors, universities, hospitals, and NGOs to build capacity in anesthesia, critical care, and biomedical engineering alongside the introduction of its products. Gradian's products, including the Universal Anaesthesia Machine and the Gradian CCV (Comprehensive Care Ventilator), are in 500+ health facilities worldwide.