

Health Mothers, Healthy Babies Coalition of Palm Beach County, Inc. (HMHB)
Job Description

Title: Director of Finance & Administration **Class:** Exempt
Reports to: Executive Director

Job Summary

The Director of Finance and Administration will be a strategic thought-partner, and report to the executive director (ED). The successful candidate will be a hands-on and participative manager and will lead an internal team to support the following areas: finance, business planning and budgeting, human resources and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Healthy Mothers, Healthy Babies continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

Financial Management & Administration

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Responsible for reconciling, maintaining and updating the chart of accounts with the current needs of the agency. This includes bank reconciliations, depreciation schedules, prepaid expenses, deferred revenues, liability accounts, and all other related functions.
- Responsible for the agency inventory regarding location, relocation, and identification, value and depreciation (as needed) on a daily and annual basis. Responsible for archived accounting data as required by Federal, State, County and Funder entities.
- Responsible for payroll activities and oversight of employee benefits
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Will act as the primary liaison to the board of directors' finance committee, working closely with the committee to strengthen the organization's financial position and other items as required.
- Oversee and lead annual budgeting and planning process in conjunction with the ED and senior leadership team; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- The executive will serve as a partner to the ED on the organization's administrative processes, with a goal of continuously developing and improving systems.

- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources & Technology

- Further develop Healthy Mothers, Healthy Babies human resources and information technology practices.
- Oversee administration of employee benefits
- Supervise HMHBs Finance Associate whose role is to support the Director of Finance and handle human resource activities.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee information technology functions and infrastructure to ensure efficient and consistent operations as the organization scales.

Qualifications

- Bachelor's Degree in Accounting or Finance.
- Five years of experience working directly in a mid-size to large Finance Department with a minimum of two years supervisory experience
- Nonprofit experience is a plus, with a strong preference for someone who has knowledge in reimbursement based grants.
- Experienced in the development and implementation of electronic processing systems, auditing, and payroll management.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software/IT vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Extensive knowledge of Quickbooks, Excel, Word, Microsoft Outlook.
Knowledge of SAMIS is a plus.

This description reflects the major functions of the job. The employee is expected to perform these and other duties as assigned. Additions, deletions or changes may be made to the job at any time without prior notice.

Healthy Mothers/Healthy Babies does not discriminate against employees or clients on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The agency will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

Printed Employee Name

Employee Signature

Date