



PHFoundation

Job Description

Director, Finance

POSITION SUMMARY

The Director of Finance reports directly to the Executive Director and will provide administrative oversight of PHF and its affiliates accounting. The Director of Finance will work directly with the Board of Directors as well as the Finance and Investment Committee to ensure the overall financial accounting and administration of PHF's (and its affiliates) operations. This shall include all accounting, finance and investment management, payroll, and compliance with all local, state, and federal laws and accreditation standards while developing relationships that will inure to the benefit PHF's efforts to protect and enhance its charitable assets.

GENERAL RESPONSIBILITIES

- Administer and provide for all accounting including monthly, quarterly, and annual reporting activities
- Evaluate and implement appropriate internal accounting controls to insure the safe guarding of organizational assets
- Work collaboratively with the Executive Director on the development of PHF annual operating budget, costs analysis, and financial projections of various aspects of PHF and its affiliates operations
- Responsible for all accounting activities including accounts payable and receivable, grants accounting and reporting, chart of accounts, general ledger management, and payroll
- Support the Executive Director and Treasurer and prepares various reports for committee-review and Board presentations
- Oversee the development of requests for funding, review of grant proposals/applications for appropriateness, and makes recommendations to the Executive Director and Finance/Investment Committee
- Engages in fiscally sound practices on behalf of PHF to ensure it operates within budgetary constraints
- Ensures maintenance and retention of all records
- Oversees all financial and tax reporting
- All other duties as assigned

QUALIFICATIONS

Required Qualifications:

- Bachelor's degree (from an accredited university) in Business Mgt. with and emphasis in Accounting with three (3) years practical accounting experience.

Desirable Qualifications:

- Master's degree in business administration, or public administration or related field, experience administering a non-profit 501(c)(3) corporation or non-profit conversion foundation, and professional certification such as CFRE, CFA, CPA, CMA, or other relevant certifications.
- Three years practical non-profit accounting experience

DESIRED SKILLS AND OTHER ATTRIBUTES

- Must be able to work independently with little supervision and be able to efficiently handle multiple assignments/tasks while meeting deadlines
- Excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.
- Excellent interpersonal oral/written communications skills
- Proven leadership ability and collaborative management skills
- Demonstrated fiscal responsibility and the ability to manage budgets
- Demonstrated success in building partnerships within the business community
- Experience in evaluating capital investment opportunities
- Demonstrated ability to work with banking/investment companies
- Experience with selection and implementation of information systems for non-profit entities.

TYPICAL WORK SCHEDULE

Monday through Friday, 8:00 a.m. – 4:30 p.m. and as needed

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full Time, Exempt Salary

Portage Health Foundation is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive salary that's expected to be between \$62,135 and \$82,035.00 per year, depending on combined experience and education.

AT WILL DISCLAIMER

It is the policy of PHF that all employees who do not have a written contract with PHF for a specific term of employment are employed at the will of PHF for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthier community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthy community)
- To foster collaborations and partnerships
- To build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.

- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.