



Finance Coordinator – NCCARE360 Part-Time

Rooted in community-driven action and collaboration, and guided by its bold Strategic Plan, the Foundation for Health Leadership & Innovation (FHLI) positions itself to play an instrumental role in advancing systems-level change to improve the overall health and well-being of North Carolinians. At FHLI, we aim to be the leading voice in the creation of solutions to address complex health challenges and disparities facing rural communities and historically marginalized populations. FHLI strives to accomplish these goals by cultivating a culture of innovation, experimentation, and risk-taking, and amplifying the voices of the communities we serve. We do this by recognizing that no idea is too small, or insignificant, and by catalyzing diverse stakeholders in meaningful, collaborative engagement.

We acknowledge that:

- Communities must drive the solutions and deserve to have their voices elevated.
- A mature understanding of equity is imperative, and the only way to address the most deeply rooted community challenges is by empowering all stakeholders — traditional and non-traditional — to participate.
- The challenges rural communities and marginalized populations face are both generational and systemic, and can't be solved with one-time programming, but instead through sustainable, systems-level change, which calls for new approaches leaning on innovation, partnerships, and technology.
- The health system is at an inflection point, in which the disparities are stark, and the importance of equity in pursuit of whole-person health is critical.

FHLI is an organization positioned to be an effective bridge-builder who can make connections and facilitate collaborations to help elevate the voices of all North Carolinians to drive transformational change. With a mature understanding of equity, our team recognizes that the only way to address the most significant health-related challenges is by empowering and supporting the community to participate in the discussion.

About the Position:

The Finance Coordinator position is part-time 20 - 24 hours per week under the supervision of the Foundation's Finance Manager. The Finance Coordinator for NCCARE360 will manage the day-to day operations of the NCCARE360 CDC grant, including budget management, CBO payments, and monthly reporting to NCDHHS. This is a Grant based position with current funding secured for 15 months, with potential renewal thereafter.

This position is currently virtual with occasional in-office work at our office located in Cary, NC.

Essential Job Duties and Responsibilities:

The NCCARE360 Finance Coordinator performs tasks related to the CDC grant.

Grants Management:

- Assist NCCARE360 team with grantee applications and compliance documents necessary to award dollars
- Serve as liaison between finance team and CBOs for financial requests, award documents, grant requirements
- Work closely with NCCARE360 program admin assistant to ensure grant deadlines are met and communicate any changes to the Finance Manager
- Assist Finance Manager with timely delivery of grant reports and applications to funders



- Provide monthly updates on awards to NCCARE360 team to assist with accurately tracking the CDC budget
- Collect and maintain monthly progress reports from CBO's

Finance:

- Assist with the preparation of grant-specific financial reports and billings, including tracking usage of funds and allocation of expenses

Audit Preparation:

- Maintain accurate documents for audit and fund compliance
- Support finance team with preparation of grant audit

Qualifications:

- BA/BS in Accounting or related field
- Minimum of three years government grant reporting in a non-profit environment
- Contract/grant management experience related to federal/state funding sources
- Knowledge of state and federal grants and contracts a plus
- Ability to effectively communicate/partner with a wide variety of skill sets and personalities
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment.

Pay/Benefits:

The hiring rate for this position is \$30/hour non-exempt to FLSA. Part-time employees receive pro-rated vacation, sick and holiday benefits. Additionally, part-time employees are eligible to participate in the Foundation's 403(b) plan which also provides company contributions.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To Apply:

Interested applicants should send a cover letter, resume, and 3 professional references (prefer at least one a direct supervisor) to recruitment@foundationhli.org. Please use the subject line "Finance Coordinator – NCCARE360". No phone calls please.

FHLI will only review submissions that include all requested materials. Applications will be reviewed as they are submitted, and they will be accepted until the position is filled.