



Job Posting
Foundation for Health Leadership & Innovation
Position: Finance Manager

Founded in 1982, the **Foundation for Health Leadership & Innovation (FHLI)** is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving the health of the whole person and whole community. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we build leadership, shape practice, affect policy, and drive innovation.

About the position:

The Finance Manager will serve as a key member of the Finance Team. This position is responsible for maintaining the Foundation's financial activities in accordance with generally accepted accounting principles. Demonstrates relentless pursuit of results, respect and humility, personal responsibility, positive outlook, problem solving, communication, organization, and effective internal and external relationships.

Job Purpose:

Reporting to the Director of Finance, the Finance Manager serves as the primary staff person for the organization's accounting and supporting financial reports. This position plays a key role in FHLI's financial operations and financial accuracy.

The Finance Manager is a key player in the organization's voice as it relates to individual, organizational and cultural change.

Duties and Responsibilities:

The Finance Manager performs tasks related to the financial and grants management activities for FHLI. Accounting:

- Complete Accounting process including but not limited to Accounts Payable, Accounts Receivable, Account and Bank reconciliations
- Process and pay all invoices and check requests in a timely manner.
- Receive and record organizational revenue
- Prepare grant-specific financial reports and billings, including tracking usage of funds and allocation of expenses
- Support the Director of Finance in development and analysis of Administrative Budget
- Maintain procedures and policies and systems of internal controls to ensure integrity of all financial systems

- Assist in providing financial training to staff to enhance their understanding of organizational finances.

Grants Management:

- Responsible for billing grants and/or reporting to funders as per grants and contract funding requirements.
- Support Program Managers in development and analysis of Grant and Program Budgets
- Work closely with Program Managers to ensure full compliance with grantor, governmental and legal regulations, rules, processes, and documentation requirements. Including, overseeing the timely delivery of grant reports and applications to funders, as well as educating and providing information to program managers regarding grant requirements.

Audit Preparation:

- Support the Director of Finance in preparation of the annual year-end audit and grant audits.

General Administration:

- Report preparation as assigned by Director of Finance
- Support effective team and foundation operations by reviewing and/or recommending policies and procedures to ensure internal controls are in place and align with financial standards.
- Serve as Finance Team representative to various teams and staff, as assigned by Director of Finance
- Perform non-routine tasks requiring strong judgement and initiative.
- Participate in the development of systems and processes that ensure information flows smoothly among staff and programs.
- Participate in the development and change efforts, internally and strategically.

Successful candidates will demonstrate:

- Experience in strategic planning, project management, financial management, staff supervision and development, and leading initiatives with diverse community impact
- A commitment to continuous learning, self-improvement, and professional development
- Thorough knowledge of accounting and the accounting process, budgeting, financial statement analysis, accounts payable/receivable and internal audit
- Contract/grant management experience related to federal/state funding sources
- Excellent written and verbal communication skills including ability to clearly present complicated financial information and reports in an understandable manner
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products
- Proficient in QuickBooks, FHLI's financial platform.
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment.
- Ability to effectively partner with a wide variety of skill sets and personalities.

Requirements:

- Master's degree plus a minimum of five (5) years of relevant experience.

This is an office-based position in Cary, NC. The position is open for immediate hire.

Compensation:

This is a full-time, salaried position. This position will receive generous company benefits to include 100% paid health, dental, long-term disability, and life insurance coverage for the employee, as well as company-paid retirement contributions.

Salary is commensurate with experience.

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 three professional references to be considered. Please send all requested documents to recruitment@foundationhli.org using the subject line "Application Finance Manager".

FHLI will only review submissions that include all requested materials. Please be assured that FHLI will not contact references without applicant's explicit permission. Submissions will be accepted until the position is filled. No phone calls please.