



Finance/Administration Manager

Part Time

Job location: Concord, NH

The New Hampshire Children's Health Foundation is a private foundation dedicated to improving the health and wellbeing of all New Hampshire children. We accomplish this through grantmaking, convening partners for planning, data collection, and leveraging private and public resources to achieve meaningful, systemic change at the local and state level.

The Finance/Administration Manager will be responsible for all financial, accounting, and tax related activities; regulatory and compliance requirements; grant financial activities; IT services; administration. Will work closely with the New Hampshire Children's Health Foundation Board Treasurer and provide staff support to the Finance & Investment Committee of the Board of Directors.

Requirements

Bachelor's degree in accounting, finance, business or similar discipline and experience required. Five or more years of finance experience, preferably non-profit financial management. Preferred experience managing finance (accounting, budgeting, control and reporting), HR, and IT.

RESPONSIBILITIES

Essential Job Functions

Finance, Accounting and Administration

- Staff and support Finance & Investment Committee
- Ensure the President and Treasurer are informed on a regular basis of the Foundation's financial status and provide support as needed
- Responsible for cash management including forecasting, managing and cash position
- Develop, manage and monitor the annual budget in conjunction with the President
- Manage the financial accounting and reporting requirements of the organization including preparation and analysis of internal and external financial statements (including notes to the financial statements), cash flow, tracking of investment activities, maintenance of internal controls and proper and timely recording of revenue and expenses
- Prepare and communicate financial statements and reports quarterly, annually and as needed
- Manage and process payroll and employee benefits in conjunction with President, providing the most competitive packages for HNH Foundation employees
- Manage and oversee risk management. Ensure processes are in place and obtain appropriate insurance coverage to minimize risk to the organization.

- Ensure the Board's need for financial information is met and facilitate their understanding of key financial issues in conjunction with the President and Treasurer
- Work with President to ensure personnel policies and practices are current and are in compliance with Department of Labor regulations
- Oversee annual audit preparation and audit
- Manage vendor contracts; manage accounts payable; prepare and disburse payments to vendors/suppliers
- Track/manage qualifying distribution; forecast and track foundation grant distributions and operating expenses to meet legal requirements in conjunction with the President

Investment management

- Serve as the liaison between the investment manager and the Finance & Investment Committee
- Ensure Finance & Investment Committee members, Board of Directors, and President are informed of investment activities and compliance with Investment Policy
- Communicate projected cash need to investment manager

Regulatory and Compliance

- Manage audit services and proper filing of tax returns
- Ensure that internal controls are in compliance and policies are followed including the annual conflict of interest disclosures. Manage annual conflict of interest process.
- Ensure maintenance of appropriate internal controls and financial procedures
- Ensure legal and regulatory compliance for financial and grantmaking functions
- Ensure financial record systems are in accordance with Generally Accepted Accounting Principles
- Ensure all formal financial, human resource, IT, investment and grantmaking policies and procedures are implemented and appropriate
- Remain up to date on nonprofit audit best practices and state and federal laws regarding private foundation operations
- Interface with outside accountants, auditors and regulators, in conjunction with the President, to ensure foundation compliance with state and federal regulations.
- Maintain and update Foundation Procedure Manual as needed

Grants Management

- Track/manage grant award payments
- Oversee compliance and internal processes for efficient use of grantmaking system
- Review, evaluate and make recommendations on all grant applicant financial position
- Assist in monitoring grantee projects (financials, reports due/received)
- Create charts and tables to assist in funding decision

Attributes/Skills Requirements:

- Mature and proactive, with evidence of having worked as an integral business partner to the chief executive
- Ability to work with a high degree of confidentiality
- Ability to make independent decisions and judgements
- Ability to manage multiple tasks and anticipate needs for smooth operations
- Excellent computer skills (i.e. Word, Excel, PowerPoint, Outlook, QuickBooks)

- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting
- Skill in examining, developing, reengineering and recommending financial, HR, and technology policies and procedures
- A hands-on worker/manager with integrity and a desire to work in a dynamic, mission driven organization
- An effective communicator, with strong oral and written skills
- Demonstrated commitment to the social sector with a passion for the organization's mission
- Experience in or knowledge of nonprofit accounting
- Excellent organizational skills
- Ability to maintain a culturally competent and friendly workplace
- Ability to work effectively cross culturally in a team-focused environment
- Ability to maintain an inclusive, equitable, and welcoming environment for all individuals
- Training in leadership, diversity, equity and inclusion, systems thinking and policy

HOW TO APPLY

Email letter of interest and resume to applications@nhchildrenshealthfoundation.org