

Accounting & Business Manager Job Description

Job Summary: The Accounting and Business Manager provides day-to-day leadership for finance, accounting and administrative functions, ensuring GWCHF has the internal capacity and infrastructure to create maximum community impact. This position's responsibilities include oversight of accounting, human resources processes, relationships with Investment Advisors and technology consultants and risk management. Reporting to the CEO, the Accounting and Business Manager is the primary liaison to the Board's Finance & Investment Committee, assisting with strategic planning and management of multiple revenue streams.

The position provides a unique opportunity for a self-directed individual to play a critical role in building a new and innovative health foundation from the ground up.

Major Responsibilities:

Accounting & Financial Management

- Oversee all accounts, ledgers and reporting systems, ensuring regulatory compliance and tax requirements relevant for a non-profit foundation
- Maintains internal controls and safeguards for receipt of revenue, costs, program budgets and actual expenditures
- Manages accounts payable and receivable, budgeting, financial analysis, cash flow, tax accounting and relationship with payroll vendor
- Prepares and presents finance reports and metrics, communicating critical financial matters to leadership and Board
- Coordinates the annual audit
- Manages relationship with Investment Advisors
- Collaborates with the Board to oversee our investments in healthcare and affordable housing, staying abreast of regulatory and reimbursement changes that may affect future strategy
- Pursues external funding and revenue opportunities to maximize community impact (i.e. external grant funding, strategic partnerships)

Human Resources, Information Technology and Operations

- Manages GWCHF's administration of compensation and benefits, compliance, adherence to policies and staff recruitment
- Maintains corporate documents, Human Resources files, policies and third-party agreements
- Oversees facility and technology infrastructure to facilitate organizational growth and community impact
- Supports program staff in planning, evaluation, data reporting and revenue/cost-sharing opportunities
- Coordinates legal and risk management efforts



About Us:

The Greater Watertown Community Health Foundation is a catalyst for positive, lasting and measurable health improvement across the region. Our vision is a thriving community where *everyone* enjoys good health and wellbeing.

Our Mission? To inspire collaboration, mobilize resources and encourage innovation that measurably contributes to the wellbeing of our community.

Big challenges demand big solutions

GWCHF is a connector – bringing together the people, organizations and resources needed to create lasting change. We believe that transforming community health requires more than just writing a check. It requires listening. Engaging. Empowering the “doers” of our community to apply their talents to create a healthier tomorrow. GWCHF strategically focuses resources to “move the needle” on community health indicators.

Minimum Qualifications:

- Proactive and resourceful in an entrepreneurial environment
- Exceptional communication and relationship building skills
- Demonstrated maturity and seasoned judgement. Ability to make decisions, justify recommendations and be responsible and clear with stakeholders
- Experience with tax reporting, audit and legal compliance for non-profit organizations
- Proven financial analytical skills including ability to identify risks, opportunities, trends and relationships
- Proficiency in Quickbooks and Excel
- At least 3-5 years of professional experience in accounting, financial and non-profit management
- Minimum of BA
- Experience in obtaining and managing large external grants preferred

Travel

Local travel to various worksites is required. Driver’s license required.

Work Environment: While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell.

Other Duties – Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply: Please send resume and cover letter explaining your interest to Tina Crave, President & CEO, at tcrave@watertownhealthfoundation.com.