

**New York State Health Foundation
Director of Finance & Operations
JOB DESCRIPTION**

NYSHEALTH BACKGROUND:

The New York State Health Foundation (NYSHealth) is a private, statewide foundation that aims to improve New York's health care system by expanding health insurance coverage, containing health care costs, increasing access to high-quality services, and addressing public and community health. The Foundation was established to receive the charitable funds resulting from the conversion of Empire Blue Cross Blue Shield from a nonprofit organization to a for-profit corporation. To advance our mission to improve health care for all New Yorkers, NYSHealth has developed targeted initiatives within three strategic priority areas: 1) reducing the number of uninsured; 2) improving diabetes prevention and management; and 3) integrating mental health and substance use services. NYSHealth began operations in 2006; today, it has approximately \$260 million in assets, an \$18 million annual grants and operations budget, and a staff of 20.

POSITION SUMMARY:

The Director of Finance & Operations (DFO) will be in charge of the overall day-to-day functioning of the organization and is expected to be a high-energy person with the wide range of skills required to run a complex organization and a passion for the Foundation's mission. As a small organization, the Foundation will rely on the DFO for expertise and management in the following areas: finance, accounting, human resources, grants management, grants monitoring, computers and equipment, and office operations.

This position reports to the President & CEO and supervises the Receptionist/Office Assistant, Finance Associate, and Senior Grants & Operations Manager.

OVERALL RESPONSIBILITIES:

- Manage the finance and accounting system, as well as the annual audit.
- Manage the human resources functions of the organization.
- Oversee management of office operations and facilities.
- Provide counsel to CEO about how to improve operations of the organization.
- Interact with and manage legal, accounting and human resource advisors.
- Interact with Chief Investment Officer on accounting issues related to investments.
- Interact with senior program staff to develop and track annual project and grant award budgets.

SPECIFIC TASKS AND DUTIES:**FINANCE**

- Develop and maintain organization's annual operating budget.

- Work with program directors to develop and monitor department/project budgets and year-end forecast.
- Create and analyze monthly financial statements and reports for dissemination to CEO, Board, and various committees.
- Oversee financial recording and record keeping, payroll processing and record-keeping.
- Manage banking relationships and cash flow, ensuring sufficient balances for bill payment and grants distribution.
- Ensure Federal Excise taxes are paid in a timely and accurate manner.
- Ensure qualifying distribution is met.
- Manage follow-up of all grantee expense reporting and budget modification.
- Create, track and modify grants payable schedule.
- Manage awards distribution.
- Staff Board Finance Committee.

INTERNAL CONTROLS, COMPLIANCE, AND AUDITING

- Ensure financial functions conform with nonprofit fund-based accounting and are in accordance with Generally Accepted Accounting Principles.
- Implement, enforce and maintain internal controls, policies, and procedures to protect the organization's assets.
- Monitor financial practices to ensure compliance with IRS 501(c)3 tax-exempt status.
- Serve as liaison between the Foundation and independent auditors, including by preparing schedules and documents requested by auditors in connection with the Foundation's annual audit.
- Review and submit annual tax returns.
- Staff Board Audit Committee.

HUMAN RESOURCES

- Maintain, modify, and implement personnel policies and procedures, updating handbook as needed and ensuring adherence to employee policies manual.
- Research, negotiate, and manage a competitive employee compensation and benefits package; serve as liaison with benefits providers.
- Maintain personnel files, assuring compliance with regulations and industry standards.
- Work with a payroll management company to ensure proper handling of payroll.
- Oversee the bookkeeper's processing of biweekly payroll.
- Manage health plan enrollment, ensuring requirements for opting out are met.
- Manage 403(b), 457(b) and matching plan; oversee wellness incentive and Transit Chek programs.
- Coordinate Performance Evaluation process.
- Maintain vacation and wellness leave requests and balances.
- Conduct individual and group meetings to disseminate and resolve personnel issues.
- Develop new staff orientation materials.
- Review and create job descriptions.

ADMINISTRATION

- Monitor and review contracts; maintain all vendor contract files.

- Renegotiate leases, contracts, and other long-term obligations.
- Develop and manage filing and archiving system.
- Manage conference and work room equipment and technology.
- Oversee communications technology: voicemail, server, e-mail, phones, fax.
- Oversee computer technology: workstations, printers, laptops, Blackberrys.
- Oversee acquisition and maintenance of office supplies and equipment.
- Act as liaison with building staff and management.
- Complete all office space furniture acquisition and installation.
- Oversee maintenance of office space.
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REQUIRED QUALIFICATIONS

- Advanced degree in finance and/or management
- At least ten years of experience in a leadership finance/operations position, preferably in the philanthropic or nonprofit sector.
- Excellent interpersonal skills: collegial, energetic, able to develop productive relationships with colleagues and vendors.
- Attention to detail and follow-through.
- Demonstrated ability to implement and manage multiple priorities effectively; must be adept at organizing time efficiently.
- Personally motivated to support the Foundation's mission and goals.

Qualified candidates are encouraged to describe their skill sets and experience as they relate to the above qualifications. Please send résumé, salary history/expectations, and statement of interest to DFO@nyshealth.org. No telephone inquiries, please.