



Position Announcement

Job Title: Director of Finance
Location: Virtual or hybrid/flexible based on location. Offices available at the Reston, VA headquarters office.
Reports To: Chief Operating Officer
FLSA Status: Exempt
FTE Status: FTE 1
Supervises: Senior Accountant, Global Finance Coordinator
Posting Date: December 13, 2022
Closing Date: Rolling process; resume review will begin on January 10, 2023 and interviewing on a rolling basis
Salary Range: \$120,000-\$150,000

Organizational Overview

[Health Care Without Harm](#) seeks to transform health care worldwide so that it reduces its environmental footprint and becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice. With more than 70 staff members in the US and abroad, we have a unique and dynamic workplace! We believe health care, as the only sector with healing as its mission, has an opportunity – and obligation – to use its ethical, economic, and political influence to create an ecologically sustainable, equitable and healthy world. Health Care Without Harm in the U.S. works to achieve its mission in collaboration with [Practice Greenhealth](#), the leading nonprofit membership and network organization for sustainable health care that delivers environmental solutions to more than 1,200 members throughout the United States.

Position Description

The incumbent is responsible for planning, directing, supervising, and implementing financial and administrative functions in alignment with organizational goals and priorities. The Director of Finance works cross-functionally and collaboratively to develop financial and administrative strategy to enhance efficiency, ensure compliance, and contribute to the strategies and goals of the organization. Additionally, this position is a member of the operations leadership team which is comprised of Information Technology Solutions, and People & Culture, and the organizational management team that includes leaders from all segments.

Primary Objectives

- Lead the Finance team to ensure effectiveness, efficiency, and alignment of activities to organizational priorities.
- With the Operations leadership team, coordinate operational processes across the Finance, Administration, People and Culture, and IT Solutions functions.
- Ensure the integrity and timeliness of financial data and projections.
- Lead Finance team planning and development.

Essential Functions

Financial Analysis

- With the Senior Accountant, prepare and present financial reports for the Board of Directors, Executive and Management Teams, program and operations staff, and funders and external partners.

- Prepare financial analyses and medium- and long-term projections.
- Lead the annual budgeting process and management of the budget throughout the year. Train staff on budget procedure and manage the annual planning process at the program and organizational level.
- Support financial management competency and training for budget managers and all staff by conducting regular training and one to one support.
- Manage weekly/monthly/annual cash flow and year end budget projection. Work with the Executive Team to prepare scenarios in the event of significant or unexpected budget changes.

Compliance

- Ensure all state and federal financial reporting deadlines are met.
- Ensure that all funder budgeting and reporting deadlines are met.
- Work closely with the Finance committee of the Board of Directors and the external auditors in the preparation of annual audited financial statements and Form 990 tax returns.
- Oversee revenue management including management of restricted grants and recognition of membership revenue to include reporting to funders as required.
- Ensure finance team coordination with development staff on grant proposals and reporting and record keeping.
- Monitor and manage internal financial controls and policies; make recommendations to the Executive Team on the development of financial controls and policies. Ensure alignment across all organizational policies, procedures, and requirements ensuring that diversity, equity and inclusion are considered and woven throughout.
- Oversee and maintain banking relationships.
- Oversee all insurance products and coordination with external brokers.
- Oversee corporate registrations for three entities in 25 US states across all functional areas, coordinating with relevant Operations team staff – people and culture/payroll, charitable solicitations, tax exemptions, lobbying, business registration and reporting, etc.

Procurement & Contract Management

- Direct the full procurement cycle including RFP development and review, sole source justifications, awards, contracting, and evaluation and reporting, working in collaboration with the Administrative Coordinator.
- Direct the process, development, and review of all organizational agreements.

Operations Management

- Supervise finance department staff and direct team planning and development functions.
- Oversee all finance and accounting systems. Evaluate current systems and lead selection process for new systems (as needed).
- Work with the DEI team to bring more consistency to our approach of reaching diverse partners and allow for inclusive practices.
- Direct award management protocols including reporting and payment mechanisms.
- Oversee all aspects of the organization's virtual and physical office operations to include physical office space, property and inventory, and document storage and retention.

Qualifications

- **Minimum Education:** BA or BS in Accounting, Business Administration, or other related field. Combined experience/education as a substitute for minimum education.
- **Minimum Experience:** Five years' experience in finance and administration. Successful or proven track record of managing financials, presenting financial reports and data to Executive or Board members, and coaching and developing teams.
- **Minimum Field of Expertise:** Finance, accounting, and administrative experience in the non-profit field.
- **Preferred Education:** BA or BS in Accounting or Business Administration.
- **Preferred Certifications:** CPA
- **Preferred Experience:** 8 years of Accounting or Business Administration in the non-profit field.

JOB-SPECIFIC COMPETENCIES REQUIRED

- **Accounting Principles:** solid understanding of accounting principles and experience in grants management and membership revenue.
- **Legal:** requires broad knowledge of GAAP, legislation and regulations concerning non-profit reporting.
- **Technology:** strong computing and technology skills.
- **Payroll:** experience with payroll processing, payroll taxes and benefits.
- **Confidentiality:** Ability to keep personnel and confidential information confidential. Knowledge of who to necessarily involve during confidential situations.
- **Computational Abilities:** Ability to calculate figures and amounts such as interest, percentages, etc.

What's In It For You?

- Work for an organization where the mission is inspiring and your colleagues care deeply for the mission and the network of people carrying out that mission.
- Play a key role in helping drive growth, influence impact, and advance efforts to create a more sustainable health care sector and community.
- Be part of an inspirational global network.
- Fantastic benefits!

To Apply or Inquire

Health Care Without Harm and Practice Greenhealth are committed to cultivating and sustaining culturally and ethnically diverse organizations, and to the principles that promote inclusive practices. We believe that systems can only be transformed when a diversity of voices, perspectives, and lived experiences are a part of the movement for change. We are dedicated to building a diverse staff with expertise and interest in addressing systemic racism within our organization and to serve the mission of the organizations in respectful ways. Health Care Without Harm/Practice Greenhealth is an Equal Opportunity Employer.

To apply, upload a cover letter and resume to Jolie Patterson, Chief Operating Officer, via this [link](#). Questions can be addressed to jobs@hcwh.org. Only competitive candidates will be invited to participate further in the recruitment process. **Resume review will begin on January 10, 2023 and interviewing on a rolling basis.**