

## **FINANCE and ADMINISTRATION MANAGER**

### **Position Description**

#### **Organizational Overview:**

The Washington Health Alliance was created to build a leadership coalition among purchasers, providers, health plans, patients and others to improve the quality of health care for our community, and to reduce the cost of this care. For a decade the work of the Alliance has focused on defining, measuring, reporting and rewarding high quality, efficient health care in Washington state and facilitating the transparency of critical information in support of this goal. The work of the Alliance is accomplished through regular meeting of and communication between multiple key stakeholders throughout the Puget Sound and larger Washington state area.

#### **Position Purpose:**

The Finance and Administration Manager is responsible for overseeing the general business functions of the office of the Washington Health Alliance to effectively and efficiently meet the operational goals of the organization. The position performs reoccurring key tasks in the functional areas of Finance and Accounting, Personnel administration and Office and Facilities management, as well as special assignments to ensure the execution of required deliverables for the office. In addition, the Finance and Administration Manager provides accurate, dependable and trusted administrative support to the Executive Director in working with the Alliance Board of Directors. The F&A Manager performs a number of other duties that assist the Executive Director and other Alliance Directors in a significant and often confidential manner.

**Reports to:** Executive Director

**Supervises:** Senior Administrative Specialist

**FTE Level:** 1.0

#### **Primary Duties and Responsibilities**

##### ***Financial/Accounting***

- Works from a broad knowledge and comfort with various financial tasks, from bookkeeping to financial controls and the functions in between.
- Enters and maintains all financial transactions in financial software, including accounts payable, accounts receivable, journal entries for accrual purposes and banking reconciliations.
- Coordinates with Executive Director, Deputy Director and the office's accounting firm to oversee corporate finances, including investments.

- Produces monthly financial statements for Board of Directors and Executive Committee, and monthly Variance Reports for review by the Executive Director and the Deputy Director.
- Creates, maintains and adheres to financial policies, under the direction of the Executive Director and the Executive Committee of the Board of Directors.
- Coordinates all required federal and state tax filings in association with retained accounting firm(s).
- Coordinates annual audit or review under the direction of the Executive Committee with retained accounting firm(s).
- Prepares budget reports and other accounting statements and tools as needed to track and report grant income appropriately.
- Provides support proactively and upon request to Deputy Director and Executive Director during the preparation of the annual budget.

### ***Personnel Administration***

- Manages monthly payroll, including accounting controls to assure accuracy and proactive approach, to assure up-to-date knowledge of and adherence to federal and state regulations.
- Manages paid time off benefits, including monthly accruals, staff notifications and supervisor notifications (including proactive resolution of potential issues).
- Administers health benefits, including health and disability benefits. Coordinates with Executive Director to review benefits package and renew or revise as needed.
- Manages Simple IRA benefits, including employee enrollments, notifications and terminations, monthly payroll deductions, monthly payments to vendor and monthly accruals.
- Processes all employee hires and terminations. Coordinates onboarding for new employees (e.g., keys, computer access, etc.) and end of employment procedures for departing employees. Provides information for unemployment claims as necessary.
- Supports the recruitment process for open positions, including posting of positions in appropriate venues, coordination of interviews and communication with candidates. Coordinates with outside recruitment or Human Resources professionals as needed to facilitate hiring.
- Assists with development of personnel policies as requested.
- Coordinates with Directors to ensure that annual reviews occur in a timely fashion.

- Develops and maintains standards for personnel file maintenance, assuring that legal requirements are met (e.g., I-9 forms, W-4's, salary increases). Keeps apprised of changes in legal requirements for personnel records.

### ***Office Management***

- Supervises the Senior Administrative Specialist in providing direct support to Executive Director, management team and other staff.
- Oversees all IT needs, including hardware, software, email, servers and web access. Supervises the Senior Administrative Specialist in serving as a first point of contact for internal questions about computers or other office systems. Secures and oversees vendors as necessary.
- Supervises the Senior Administrative Specialist in overseeing office equipment, including the phone system and the copiers. Makes certain repairs and updates of equipment are coordinated as necessary as well as supplies ordered.
- With the assistance of the Senior Administrative Specialist, meets the logistical needs of the office and facilities including provision of parking spaces, office space and any evaluation of possible changes to space or location.
- Administers corporate insurance needs, obtaining direction from the Executive Director as needed.
- Develops and maintains contracts (data provider, vendor and other) with a proactive contract management system.

### ***Administrative***

- Provides support to the Executive Committee of the Alliance Board of Directors, including assistance with scheduling, agenda development and distribution, minutes and incidental needs. Provides support to the Board of Directors with correspondence, scheduling, agenda development and distribution and incidental needs.
- Provides high-level support to the Executive Director.
- Updates the Alliance CRM database with membership and grant updates, from inception to completion. Coordinates with Director of Communication and Development to assure database meets organizational needs.
- Supervises the Senior Administrative Specialist in the reception area, ensuring telephones are answered and visitors are greeted, as well as, the preparation and processing of outgoing mail and delivery of incoming mail.

### **Desired Qualifications**

- Experience with a broad range of financial and accounting areas including financial statements, budgets, forecasting, A/P & A/R, payroll and business taxes.
- Working knowledge of office IT systems and other technical support of office administration.
- Experience with handling sensitive materials and communications. Ability to maintain confidentiality and develop trust.
- Excellent organizational skills, including time management and the ability to handle multiple assignments and prioritize tasks.
- Excellent written and oral communication skills.
- Excellent attention to detail.
- Personable with clients and peers; ability to work as part of a team.
- Ability to work independently as needed; to take initiative; follow through on tasks and problem solving.
- Proven ability to identify areas for functional improvement and proactively make recommendations for changes to processes.
- Flexibility to take on new and new types of assignments as needed.

### **Background:**

- Bachelor's degree or equivalent experience.
- Minimum four years' progressive experience in assisting executive-level positions.
- Experience in successfully handling a wide range of office management responsibilities.
- Prior experience in a health care organization, preferable in a care delivery or health plan setting, is preferred.

Please email cover letter and resume to:

[recruitment.wha@gmail.com](mailto:recruitment.wha@gmail.com)

**Please, no unsolicited phone inquiries.**