

## **FINANCE ASSOCIATE**

### **Job Description**

The New York State Health Foundation (NYSHealth) seeks a skilled and detail-oriented Finance Associate to join our small, collegial team of operations and grants management staff. This person will be responsible for a wide range of activities to ensure our financial operations are efficient.

### **NYSHealth Background:**

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$325 million in assets, as well as a \$15 million annual grants and operations budget. NYSHealth has a staff of 23.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Healthy Food, Healthy Lives. NYSHealth also engages in responsive grantmaking through a Special Projects Fund and maintains a special interest in veterans' health.

### **Position Overview:**

Reporting to the Vice President, Finance and Operations, this position is responsible for paying bills and grants promptly, keeping accurate records in the accounting system (QuickBooks), reconciling accounts, and supporting the annual audit. Maintaining impeccable and organized records is a key component of the job.

The Finance Associate will work collaboratively with the grants management and operations teams, as well as support the entire staff in financial procedures.

### **Responsibilities:**

The Finance Associate's responsibilities are as follows:

#### **Accounts and Grants Payable**

- Ensure invoices, check requests, and credit card charges are paid in a timely manner, coded properly, and entered in the accounting system. Reconcile credit card statements and ensure proper documentation for charges.
- Process grant payments by electronic transfer and maintain accurate records of grants payable.

### Payroll

- Prepare biweekly payroll and retirement benefits; submit data to online portal of payroll (Paychex) and retirement (TIAA) accounts; record in accounting system.

### Audit and Investments

- In partnership with Vice President, Finance and Operations, support annual audit preparation.
- Enter investment accounts data in Quickbooks from custodian statement.

### Banking and Cash Management

- Reconcile bank account monthly.
- Monitor cash balances and make cash requests as needed.
- Manage petty cash.

### Grants Management Support

- Work closely with grants management team to reconcile quarterly and year-end grant payment reports.

### Reporting

- Prepare annual IRS Forms 1099 and 1096, GTL reports, and workers' compensation and disability audits.

Other duties as assigned by the Vice President, Finance and Operations.

### **Required Experience and Qualifications:**

- Bachelor's degree; courses in accounting or related fields preferred.
- 3–5 years of experience in accounting/bookkeeping, with nonprofit experience strongly preferred.
- Strong expertise working with QuickBooks and Excel.
- Highly organized with meticulous attention to detail.
- Experience with annual audit process.
- Experience with online payroll portal preferred.
- Collegial and good sense of humor; takes initiative; works well independently and with small team; excellent interpersonal skills.

### **Application Process:**

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications. Must be legally authorized to work in the United States.

NYSHealth offers a competitive package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403(b) retirement account; generous PTO; professional development and tuition assistance; and a paid monthly MetroCard. NYSHealth is committed to mentoring and providing learning opportunities.

The salary range for this position is \$70,000–\$80,000, depending on experience and qualifications.

NYSHealth is currently operating on a remote basis. We expect to return to in-office work, with a flexible option for some remote work, beginning in September 2021.

Send statement of interest and résumé to [HR@nyshealth.org](mailto:HR@nyshealth.org) and include “Finance Associate” in the subject line.

*The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.*