

FINANCE ASSOCIATE

Job Description

The New York Health Foundation (NYHealth) 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.

NYHealth Background:

NYHealth is a private foundation dedicated to improving the health of all New Yorkers. NYHealth began operations in 2006; today, it has approximately \$320 million in assets, as well as a \$16 million annual grants and operations budget. NYHealth currently has a staff of 20.

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 three program areas: Empowering Health Care Consumers; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

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 staff in financial procedures and some benefits administration.

This position is hybrid remote/in-person at the Foundation's New York City office, currently with two days per week expected in the office. Proof of full COVID-19 vaccination is required for employment.

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.

General Ledger, Audit, and Investments

- Ensure accounts are accurately maintained and reconciled.
- Facilitate annual audit under supervision of Vice President, Finance and Operations; prepare schedules and reconciliations.
- Enter investment accounts data and reconcile monthly.

Banking and Cash Management

- Reconcile bank accounts monthly.
- Monitor cash balances, project cash needs, 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 reports.
- Review grant budgets for accuracy.

Reporting

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

Human Resources

- Ensure billing accuracy for benefits programs.
- Maintain staff timesheets and paid time off (PTO) records.
- Assist with some benefits administration, as needed.

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+ years of experience in accounting/bookkeeping/administration, with nonprofit experience preferred.
- Very strong expertise working with QuickBooks and Excel.
- Experience with online payroll portal (preferably Paychex).
- Highly organized with meticulous attention to detail.
- Experience with annual audit process.
- Collegial and good sense of humor; takes initiative; works well independently and with a small team; excellent interpersonal skills.
- Experience with some investments accounting is a plus, but not required.

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.

NYHealth offers a competitive package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution up to 12.5% to a 403(b) retirement account; generous PTO; professional development and tuition assistance; and a paid monthly MetroCard. NYHealth is committed to mentoring and providing learning opportunities.

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

Send statement of interest and résumé to HR@nyhealthfoundation.org and include “Finance Associate” in the subject line.

The New York 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.