



Position Announcement: Finance Coordinator
Location: Boston, MA

Organization:

Project HEALTH is a rapidly-growing national nonprofit that works to break the link between poverty and poor health. To achieve our vision of a health care system that addresses resource needs as a standard part of patient care, Project HEALTH uses a simple but effective model: in the clinics where our Family Help Desk programs operate, physicians can “prescribe” food, housing, job training, or other resources for their patients as routinely as they do medication. Located in the waiting room and staffed by college volunteers, our Family Help Desks “fill” these prescriptions by connecting patients with key resources.

Project HEALTH thus has a two-fold impact: First, the Family Help Desks expand clinics’ capacity to secure those resources necessary for their patients to be healthy. Second, Project HEALTH is producing a pipeline of new leaders ready to create the changes required to improve health outcomes for all Americans.

Founded at Boston Medical Center in 1996, Project HEALTH now mobilizes over 550 rigorously trained volunteers to serve over 5,000 families in Boston, Providence, New York, Baltimore, Washington, D.C. and Chicago each year. Over the next four years, Project HEALTH will make substantial investments in its program model to achieve greater impact on patients and volunteers and further its vision for health care systems change. To learn more about Project HEALTH and our impact, please visit www.projecthealth.org.

Position:

Project HEALTH is currently seeking an experienced full-time Finance Coordinator to join a fast-paced, entrepreneurial non-profit organization. The position will play a critical role on the National Finance Team and will be responsible for supporting all day to day accounting functions in our national and six local offices. Additionally, s/he will be responsible for the monthly close, assisting with the annual audit, supporting back office operations and helping build and implement financial systems to manage an organizational budget that will triple over the next four years.

The Finance Coordinator must be highly organized, detailed-oriented and a creative problem-solver to enable Project HEALTH to meet its ambitious goals and vision. This position is located in the National office in Boston, MA, will report to the Director of Finance and Administration, and will work closely with staff, vendors, and health care partners.

Responsibilities:

- Managing Accounts Payable through processing invoices, expense reimbursements, credit card statements, and printing checks.
- Managing Accounts Receivable through coding invoices and entering them into QB, assist with collection on outstanding invoices.
- Creating accurate grant budget vs. actual reports as requested by funders.
- Processing multi-state payroll on a bi-weekly basis using 3rd party payroll processor.
- Processing all monthly close tasks with Director of Finance and Administrator in a timely and accurate manner, including reconciling bank accounts, making general journal entries, and preparing monthly financial statements.
- Prepare other financial reports as needed by Project HEALTH staff, Board and related external stakeholders

- Administering 401k plan, including enrollments, disbursements, and compliance testing.
- Managing state and federal filing compliance processes.
- Successfully managing external relationships with vendors, financial coordinators at partner health institutions and other stakeholders
- Assisting with the organization's annual audit and budgeting processes
- Support the Director of Finance to create and implement all-organization financial systems..

Qualifications:

- A minimum of 3 years of bookkeeping experience (nonprofit experience a plus) with accounting degree
- Proficient with QuickBooks and Excel
- Strong organizational skills, outstanding attention to detail, and sense of humor
- Passion for the mission of Project HEALTH and strong commitment to our core values: belief in collective strength and the power of shared work, constant and courageous learning, celebrating our victories and each other, and stepping up as leaders in a common vision
- Ability to stay focused and meet deadlines in a fast paced, entrepreneurial environment
- Excellent interpersonal, written, and oral communication skills, with the ability and desire to work with a diverse range of constituents

To Apply: Please email to Hannah Nichols at nichols@projecthealth.org a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format and addressed to Tom Hamel, Director of Finance and Administration. . Applications will be reviewed on a rolling basis. Please, no phone calls.

Project HEALTH does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.