



Director of Finance and Administration

Founded in 1973, Boulder Valley Women's Health Center (BVWHC) is a leader in reproductive and sexual health care within our community. Our mission is to offer accessible, confidential, evidence-based, and compassionate health care, including abortion, family planning, gynecology, gender-affirming care, community education and sexual health support. We strive to make quality health care available to all, particularly those who experience unique barriers to access, such as people who are low-income or uninsured, monolingual Spanish speakers, youth, LGBTQIA+ persons and people with disabilities. BVWHC helps create an informed community of people who are empowered to make health-related choices that support vibrant, full lives.

Job Summary: The Director of Finance and Administration (DFA) will be a strategic thought-partner and is an integral member of BVWHC's senior leadership team that works closely with the CEO, Board of Directors and staff throughout the organization. The DFA reports directly to the CEO and partners with both the CEO and Board of Directors in strategic decisions and oversees financial strategy and planning. This candidate is a hands-on and participative manager, leading and developing an internal team supporting finance, accounting, revenue cycle, business planning and budgeting as well as human resources, and the general administration of the organization.

Hours: 40 hours/week M-F

Compensation: \$110,000 - \$118,000, commensurate to relevant experience

Classification: Salaried/Exempt

Start Date: March 2023 or as soon as possible

Supervisor: CEO

Essential Duties & Responsibilities:

Financial Leadership and Management

- Leads the finance, accounting and revenue cycle functions of the organization and advise the CEO and other key members of senior management on cash flow, cash management, working capital, internal controls, and regulatory matters.
- Effectively communicates and presents critical financial matters to the CEO
- Serves as the point of contact for the Board Treasurer, serves on the Board finance committee and participates in all Board meetings, as appropriate.
- Monitors investment portfolio as appropriate and bank balance positions during the year.
- Coordinates and oversees the quality and accuracy of the financial reporting practices of the accounting department.
- Coordinates and oversees the efficiency and productivity of the revenue cycle department.

Financial Analysis, Reporting and Budgeting

- Prepares and presents financial results to the CEO, Finance Committee and/or Board of Directors and management.
- Provides other information/documentation as requested by the CEO, Treasurer, and the Board of Directors.
- Oversees grant allocations, compliance, and financial reporting requirements

- Produces financial reports for foundation and grants and works collaboratively with the Director of Development to ensure timely delivery of financial reports as stated per grant awards and contracts.
- Tracks financial, revenue cycle and operational metrics (KPIs) and prepares progress and trend reports to senior leadership on a monthly basis.
- Oversees all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Leads and oversees the annual budgeting process, working collaboratively with the CEO, Director of Operations and staff in the budget preparation process

Accounting and Revenue Cycle

- Manages and provides ongoing training to accounting and revenue cycle personnel
- Provides oversight on payroll and payroll tax compliance and cash control
- Monitors current transactional, record keeping and financial systems and makes recommendations for ongoing improvements in functionality as required.
- Monitors revenue cycle team and related outputs
- Oversees and maintains finance, accounting and revenue cycle manuals and process documents as needed to proper documentation of processes and creation of redundancy in all roles
- Oversees the annual financial statement audit process and work with external auditors to ensure a smooth audit process
- Ensures timely filing of federal, local and state regulatory reporting requirements.

Human Resources and Administration

- Drive the development of a high-functioning and full-spectrum human resources and administration team, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that essential HR functions, such as recruiting, hiring, on-boarding and off-boarding, and retention processes are systematized so that they are consistent and streamlined.
- Support HR to establish and manage a learning management program to educate employees regarding staff tools, policies, procedures, compliance trainings, security, and other related topics.
- Provide support and direction to the Administrative Coordinator who, in turn, works closely and transparently with all a variety of external partners.
- Provide broad oversight to administrative functions as well as facilities maintenance, by fully supporting and managing the Administrative Coordinator, to ensure efficient and consistent operations as the organization scales.

Other Duties/Responsibilities:

- Safeguards assets and assures accurate and timely recording of all transactions by implementing discipline of internal audits, controls and checks across all departments.
- Coordinates the application process and selection of all property, liability (including directors and officers), cyber-insurance and medical provider insurance coverage
- Remains current on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations
- Manage relationships with banks, vendors and insurance providers
- Oversee the negotiation and administration of vendor contracts
- Perform other duties as assigned.

Supervisory Duties: Supervises all accounting, finance and revenue cycle, HR, and general administrative personnel, including establishing objectives and conducting employee evaluations.

Job Qualifications:

Knowledge, Skills, and Ability:

- Application and understanding of generally accepted accounting principles (GAAP) and nonprofit financial management
- Advanced use of Windows-based technology tools and systems including Office365, Sage Business Works, and QuickbooksOnline
- Demonstrate an understanding of NextGen EPM/EMR system a plus
- Commitment to training & education programs that maximize individual and organizational goals, including best practices in human resources activities
- A successful track record in setting priorities, completing assignments and projects, and in meeting or exceeding goals.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Fast learner, optimistic, entrepreneurial, and diplomatic.
- Strong interpersonal skills, including an ability to navigate and resolve conflict in a manner that values and respects relationships
- Entrepreneurial spirit with a strong desire to learn, adapt and problem solve
- A strong attention to detail, organized work style, ability to follow through on work assignments independently and to function effectively in a fast-paced environment.
- Demonstrate a collaborative and flexible style, with a proven ability to develop new ideas and creative solutions.
- Effective communicator of financial information including to those without a financial background.
- Able to exercise sound judgment in maintaining confidentiality of all agency information.

Education or Formal Training: Bachelor's Degree in Finance or Accounting; CPA and MBA a plus

Experience:

- 10+ years senior-level management experience, accounting and financial management, risk management, budget preparation, and staff supervision, preferably with experience in non-profit organizations and healthcare
- Proven experience in developing accounting policies, procedures and systems required for compliance
- Experience in financial analysis, business processes and internal controls
- Experience working in an abortion/reproductive healthcare organization preferred
- Experience working with Federal Title X, CDPHE and local government grants preferred
- Experience supervising support staff
- Experience working with nonprofit board of directors and board committees

Work Environment:

- Strong commitment to reproductive rights, and an ability to demonstrate knowledge and passion for the BVWHC mission.
- Committed to healthcare for everyone regardless of sexual orientation, gender identity, race, and ethnicity
- Collaborate and be a team player with all departments within the organization and respectful to all
- Strong work ethic, attention to detail, adaptable with a proactive, self-directed work style
- Comfortable in a dynamic environment and participatory with a change management culture
- Committed to working hands-on in a small organization
- Maintains a positive and collaborative work environment.

Physical Activities:

The physical demands and work environment characteristics described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to speak, understand, and communicate in English effectively, in person and in writing.
- Ability to hear adequately in person and by phone, in personal and group settings.
- Ability to sit or stand for up to 8 hours per day.
- Ability to reach for, move and/or lift up to 20 pounds and use your arms and hands to handle or move objects in order to prepare for a wide variety of meeting and event settings, and to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending, and twisting, climbing stairs or using an elevator, possibly reaching chest high and overhead for materials, with reasonable accommodation.

Employees are held accountable for all duties of this job.

Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

Why work for Women's Health?

- We support each other. Our people are passionate about what we do, the services we provide, and the clients we serve. If you are looking for an opportunity to be part of a work family that values collaboration, innovation, and dedication, we are the right organization for you.
- Our benefits package includes medical insurance, vision, and dental insurance, nine paid holidays, paid time off (vacation + sick), short-term disability coverage, 403(b) retirement plan, life insurance and an Employee Assistance Program.

Diversity is at the core of the work that we do. Women's Health is committed to promoting diversity, multiculturalism, and inclusion in the workplace, and we encourage people of all races, ethnicities, abilities, gender identities and sexual orientations to apply.

To Apply: Jobs@bvwhc.org is where all resumes and cover letters need to be submitted. Please include "Director of Finance and Administration — YOUR NAME" as the subject line. No phone calls please.