

Director of Finance

Spokane, WA

Our vision, at **Empire Health Foundation (EHF)** is to transform Eastern Washington into the state's healthiest region, and every investment we make goes toward creating measureable, sustainable health improvements. We believe that health is about more than just medicine; health outcomes are influenced by external factors such as the availability of resources to meet daily needs like food and shelter, access to quality education and job training, and access to job opportunities. Our work is aimed at addressing these problems, investing in sustainable systems change that results in healthier, more vibrant communities for all.

Job Summary

Is it your dream to use your technical financial skills, hard work and passion to improve your community? This position might be for you! Spokane Teaching Health Center (STHC), a 501(c)(3) corporation with three member organizations: Providence Health and Services – Washington; Washington State University; and Empire Health Foundation, with a mission of ensuring Graduate Medical Education programs meet the needs of our community, is looking for a **Director of Finance**. This position will play an integral role in managing and overseeing the day-to-day financial and accounting goals of STHC.

Essential Job Functions

Leadership

- Present with clear and effective communication growth recommendations, financial reports, treasury, budgeting, accounting, audit, tax, payroll, short- and long-term forecasting and strategic financial modeling; Develop and establish strong positive working relationships with STH colleagues, Committee Members, Board of Directors, funders, partners and others; Collaborate with WSU and Providence finance teams; Collaborate effectively with external partners;

Risk, Compliance, and Internal Controls

- Manage the annual external audit including preparation, support and coordination; Develop and maintain a system of internal controls, cashflow analysis, multi-year planning methodologies; Analyze financial statements to pinpoint potential weak areas; Monitor, manage and review all external financial relationships, including banks, custodians, and vendors; Ensure financial compliance with all payers/funders; and Perform market research, data mining, business intelligence related to financial areas; Make recommendations to STH executive team, committee and Board of Directors on ways to reach STH's mission;

Grants and Contracts

- Research, analyze and respond to all relevant grants, state, federal and/or other funding opportunities; Develop and implement project tracking and reporting as required by each grantor/funder; and Provide all required reporting to each grantor/funder;

Financial Analysis and Reporting

- Provide financial forecasting, reporting and operational metrics tracking; Analyze financial data and create financial models for decision support, trend identification and compare actual results and forecasts; Provide end of month reports for Executive Director and Finance Committee and Board of Directors; Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools;

Financial Projects

- Develop, implement and track annual and academic year budgets for STH, each GME program and other revenue/cost centers as appropriate; Manage all financial projects, working with appropriate audiences/work groups and ensure timely completion;

Financial Accounting

- Accounts payable, bank reconciliations, maintain accounting system/chart of accounts/etc., manage credit card and other credit lines, and payroll.

Qualifications

- Bachelor's degree, preferred; and
- 5 – 7 years' experience in finance/accounting, preferably in healthcare setting.

Experience

- Ability to exercise independent judgement;
- Strong technical writing skill;
- Demonstrated flexibility with workload, goals, and environment settings;
- Ability to manage complex problems;
- Strong ability to work collaboratively while meeting deadlines;
- Ability to present to various stakeholders; and
- Demonstrated experience working with multiple stakeholders.

Please send a resume and cover letter with your salary requirements to Rebecca Johnston at rebeccaj@empirehealthfoundation.org. EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.