

Job Description

Position Title: Finance and Operations Coordinator

Organization: The Network for Regional Healthcare Improvement (NRHI) represents more than 30 regional health improvement collaboratives (RHICs) and state-affiliated partners, all working toward the goals of better health, better care, and lower costs. Our initiatives begin with support from our members and are organized around high-level topic areas including data transparency, multi-region innovation, transformation support and policy & practice. Learn more at www.nrhi.org.

Position Summary: Reporting to the Chief Financial Officer, the Finance and Operations Coordinator is a part-time (25-30 hours per week), regular position that is responsible for office operations, assisting with the organization's financial records and with various aspects of human resources. S/he will be an integral member of the Operations Team that is central to the success of NRHI's operations.

Responsibilities:

Finance

- All aspects of accounts payable, including verifying invoice calculations, following up with Managers for proper signoff and ensuring accuracy of coding
- Prepare 1099s and 1096s annually from the accounting system
- Preparing accounts receivable invoices and subsequent collection efforts as needed
- Completing reconciliations for the bank statements, AP and AR general ledger accounts
- Reconciling company credit card accounts by matching receipts to the statements and packaging for final approval
- Process and verify employee reimbursements each pay period
- Supporting payroll processing and related tasks
- Perform data entry and administrative duties
- Timecard management to include monitoring, auditing, and reconciling electronic postings and records
- Facilitate contract execution and maintain the contracts database, logging contracts and routing notifications as needed

Office Operations

- Order supplies for the office and manage inventory
- Retrieve mail daily, log and route as needed
- Maintain policy and procedures, following up with owners to update policies as needed
- Provide scheduling support and assist with committee meetings

Human Resources

- Post open positions on job boards, conduct initial screenings and schedule interviews

- Ensure employees are up to date on annual compliance documents and send reminders when needed
- Electronic and paper personnel file maintenance
- Plan team events throughout the year
- Serving as backup for various other office and accounting tasks
- Other duties as assigned

Qualifications:

- Associates degree in Finance or related field or equivalent relevant experience
- 2-4+ years of related experience preferred
- High level of confidentiality and integrity
- Excellent computer skills and proficient in Excel, Word, and Outlook
- Demonstrated ability to work under pressure and handle simultaneous assignments
- Superior organizational skills to manage and execute competing priorities
- Works collaboratively as part of the larger team, and continually strives toward the greater good of the organization
- Must be comfortable working in a fast paced and diverse environment
- A motivated self-starter
- Excellent communicator with proven ability to effectively convey important information using a collaborative approach
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management
- Passion, humility, positive attitude, mission-driven, and self-directed.

Position Location: Portland, Maine

Part-time position

Application Process: Please submit your cover letter, resume and complete our application via our website: www.nrhi.org/careers