



HEALTH CARE FOR ALL

Position Announcement: Accounting Manager
Location: Boston, Ma

The Organization:

Founded in 1985, Health Care For All (HCFA) is one of the most important state-based consumer health advocacy organizations in the country. HCFA's mission is to advocate for health justice in Massachusetts by working to promote health equity and ensure coverage and access for all.

HCFA works to expand health care access, improve quality and bring down costs in Massachusetts through its advocacy of numerous policies. HCFA leads multiple coalitions that bring together a wide variety of organizations to work in concert to make health care changes. By uniting diverse constituencies, HCFA is able to magnify its policy reach on many fronts. HCFA also has a multi-lingual HelpLine that fields over 20,000 calls a year from individuals who need help navigating the health care system, as well as enrolling in and renewing their health coverage each year. We use the health care access barriers that HelpLine callers report to inform our state-level health advocacy agenda.

The organization's achievements include leading four waves of broad Massachusetts health reform, including legislation in 2006 that was the precursor for the Affordable Care Act. The latest legislation in 2012 resulted in the nation's first comprehensive law aimed at controlling health care cost growth through adoption of alternative payment methodologies, care coordination, and investments in technology, wellness and prevention. Today, attempts to repeal, dismantle and sabotage the Affordable Care Act by the Trump Administration and Congress pose serious threats to health access for the people of Massachusetts. Health Care For All is taking a leadership role once again in the campaigns that are necessary to defend the progress we have made in health care access, quality and affordability. **For more information, please visit www.hcfama.org.**

The Opportunity:

Health Care For All is seeking an Accounting Manager to provide management of all of HCFA's financial activities, conduct day-to-day financial record keeping and reporting for the organization, and work closely with the Chief of Staff and Executive Director on organizational and grant budgeting. The ideal candidate will be experienced in handling a wide range of financial accounting and forecasting tasks including; financial reports, monitoring accounts, assist in the development of plans for long term financial goals. The successful candidate will be a self-starter with strong interpersonal and organizational skills.

There is an opportunity for this position to be either 80% time or full-time based on the needs of the successful candidate and the organization.

Supervision:

The Accounting Manager is supervised by the Chief of Staff.

Responsibilities:

Accounting

- Work in close liaison with the Community Catalyst finance team relating to shared services and policies.
- Monitor all general ledger account transactions and subsidiary ledgers to ensure overall accuracy and appropriate coding of revenue and expenses for operational departments
- Prepare general ledger account reconciliations and detailed analysis of specific accounts and clearing reconciling items on a timely basis
- Prepare monthly financial reports for each organizational department
- Prepare monthly organizational-level financial reports, including statement of financial position, statement of operations and cash flow analysis. Provides fluctuation explanations for changes for review with the Executive Director, including budget variance analysis
- Prepare a weekly (or bi-weekly) accounts payable report for the Chief of Staff and then print and process check payments upon approval of payments
- Collect and processes invoices and payment authorizations from various staff
- Monitor accounts receivable
- Coordinate with the Chief of Staff (who manages bank deposits) to monitor organizational saving and checking account balances
- Maintain/foster relationships with finance contacts at member organizations and various vendors
- Monitor and manage, in coordination with the Chief of Staff, all relevant state filings and certification for the organization (i.e. lobbying reports, certificate of solicitation)

Board of Directors

- Coordinate with the Executive Director and Chief of Staff to manage and facilitate the board finance committee and all related reporting while working closely with the board treasurer
- Forecast financial positions for management and Board of Directors and prepare comprehensive quarterly reports for the full board
- Compile financial statements for board meetings, including statement of financial position, statement of operations and cash flow analysis.
- Manage the annual audit process and fiscal year-end activities
- Manage the creation and timely filing of the organization's 990

Development

- Work with the development department to reconcile all donation and grant payments with the organizational donor database on a monthly basis
- Maintain/foster relationships with finance contacts at member organizations, funders and various vendors
- Work with departmental managers and other staff to prepare grant financial reports and budgets for grant proposals
- Play an active role in the grant pipeline process to assist with timely submission of all grant proposals and grant reports relative to financial requirements
- Perform other duties as assigned/necessary to achieve the goals of the organization

Qualifications:

- 5-8 years' experience in organizational accounting, not-for-profit experience preferred
- Bachelor's Degree in Accounting (or equivalent)
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint)
- Fluency in Sage, spreadsheets and databases
- Proven ability to maintain accurate and organized financial systems
- Experience with processing routine transactions
- Strong organizational skills, detail oriented and able to manage many tasks simultaneously
- Ability to manage and prioritize multiple projects independently and remain flexible in a dynamic environment
- Excellent communications and interpersonal skills, combined with initiative, creativity, flexibility and a sense of humor
- Ability to work collaboratively and independently
- Commitment to Health Care For All's mission, vision and strategic direction; desire to work with people from different cultural backgrounds
- Excellent follow-up and follow-through skills
- Bilingual language skills desirable

Applicants should submit a resume and cover letter summarizing their interest in and qualifications for the position to: jobs@hcfama.org. Please put "Accounting Manager" in the Subject line.

Health Care For All is an equal opportunity employer with a demonstrated commitment to hiring individuals who reflect the diversity of the communities they serve. Persons of color, persons with multilingual abilities, women, and people with disabilities are encouraged to apply.