



ILLINOIS CHILDRENS HEALTHCARE FOUNDATION

Job Posting

TITLE: Director of Finance and Operations

TYPE: Full-Time

LOCATION: 1200 Jorie Boulevard, Suite 301

Oak Brook, IL

REPORTS TO: President - ILCHF

POSITION SUMMARY

Reporting to the President of ILCHF and serving as an integral member of the Management Team, the Finance & Operations Officer will be responsible for the oversight of the Foundation's financial management strategies and contribute to the development and execution of approved strategic goals. Specifically, this role will oversee daily operations and coordinate functional activities within finance/audit, budgeting, grants management, administration, human resources and technology support.

The Finance & Operations Officer will be a key resource to the President in aligning goals and actions plans in support of strategic decision-making and maximization of grant making programs. This role will lead efforts to improve internal operations processes and programs with an emphasis on quality and compliance in support of the mission of the ILCHF.

ILCHF works collaboratively with organizations to improve community-based systems of care that treat children holistically and focus on prevention, wellness and education. The Foundation partners with grantees to increase children's access to mental and oral health services. ILCHF has a single vision: that every child in Illinois grows up healthy. Working through grantee partners across the state, the Foundation focuses its grant making on identifying and funding solutions to the barriers that prevent children from accessing the ongoing health care they need, with a primary focus on children's oral health and children's mental health.

DUTIES AND RESPONSIBILITIES

Financial Management

- Administer the annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes to consistently achieve annual and longer term financial objectives.
- Maintain adequacy of financial management/reporting systems and processes; ensure grant payout schedules are adhered to.
- Serve as key contact with external accounting/financial support resources; ensure accuracy and

timely delivery of financial reports; clearly communicate monthly and annual financial statements; analyze financial reporting materials for all grant making activities, and oversee all financial, project and grants accounting.

- Coordinate and lead the annual audit process. Support the President in preparing materials and reporting to the Audit and Finance Committees (including coordinating agendas and meeting materials).
- Supervise the daily processing of accounts receivable and payable using QuickBooks and producing reporting as needed.
- Coordinate with external accountant the reconciliation of monthly financial activities, quarterly and year-end reporting; ensure compliance with all internal financial control requirements.
- Administer payroll, employee benefits and insurance programs; partner with external support vendors as needed; ensure compliance in all related activities.
- Ensure the existence and maintenance of appropriate system of policies, internal controls, accounting standards and procedures; oversee documentation and communication of such policies and procedures.
- With direction from the President, develop meeting materials for the Finance & Investment Committee and partner with the investment consultant in matters relating to portfolio reports and investment documents.
- Effectively communicate and present critical financial matters to the President.
- Other duties as assigned.

GRANTS MANAGEMENT

- In conjunction with appropriate staff, ensure that all data, including reviews and decisions regarding proposals, grants, payment approvals, and reports are entered and maintained in the grants management and accounting systems.
- Provide oversight of the external requirements (legal compliance) and internal requirements (Foundation policies and procedures) for grant activity.
- Ensure all grant forms, reports and payments are in compliance with the applicable Foundation policies.
- In partnership with appropriate staff, research, make recommendations, and implement strategies to improve the grants making process.
- Monitor grant budgets and provide regular financial and narrative reports to the President.
- Participate in the grant review process by evaluating and assessing the financial strength of potential grantees.
- Annually monitor and report on the financial strength of multi-year grantees.
- Other duties as assigned.

OPERATIONS AND HUMAN RESOURCES

- Manage the daily operations of the Foundation to ensure related activities further the mission and strategic plan; analyze and implement, as approved, operational process improvements.
- Partner with external HR/Benefit providers to manage payroll, employee insurance and benefit obligations. This includes but is not limited to annual health care open enrollment and retirement plan investment reviews.
- Oversee all administrative functions and supervise the Administrative Manager to ensure efficient and compliant operations, including the preparation and dissemination of all Board and Committee meeting packets. Periodically conduct quality process improvement analysis and make recommendations as needed.

- Ensure compliance with all local, state, and federal employment laws.
- Oversee and maintain the technology support tools for the Foundation (includes vendor and contract upgrades and replacements).
- Be a key contributor in the ongoing development and implementation of the Foundation's strategic plan.
- Maintain continuous and timely lines of communication, keeping the President informed of all critical issues.
- Other duties as assigned.

QUALIFICATIONS

- BA degree in accounting or finance; MA or related degree preferred.
- 7 – 10 years of professional experience; 6+ years of financial and operations management experience preferred.
- Supervisory experience a plus.
- Not-for profit experience a plus.
- Demonstrated experience of final responsibility for the accuracy and quality of financial data, reporting and audit coordination, and has overseen the operations of a business or related organizational function.
- Ability to effectively translate and communicate financial concepts and implications with Foundation employees, board members and external parties.
- Excellent judgement and creative problem solving skills including negotiations and conflict resolution skills.
- Grants management experience a plus.
- Knowledge of and experience with accounting software; grants management software a plus.
- Exceptional written, oral, presentation and interpersonal effectiveness skills.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Energetic, flexible, collaborative, and proactive; a team player who can positively and productively impact both strategic and tactical financial and administrative initiatives.
- Ability to prioritize, negotiate and collaborate with a variety of internal and external stakeholders.
- Ability to operate as an effective tactical as well as strategic thinker.
- Personal qualities of integrity, credibility, and passion to deliver on the mission of the ILCHF.

Submit Your Interest

To apply, submit a cover letter, resume and salary requirements to Dirjob@ilchf.org by **July 31, 2018**.

The ILCHF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status or genetic information.