

**Position: *Senior Accounting Manager***

The National Network of Public Health Institutes (NNPHI) is an active network comprised of forty-four member public health institutes (and growing) and ten regional public health training centers spanning all ten Health and Human Services regions. Public health institutes are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes collaborate to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC, with additional staff in Atlanta.

The NNPHI mission is to support national public health system initiatives and strengthen public health institutes to promote multi-sector activities resulting in measurable improvements of public health structures, systems, and outcomes. NNPHI's vision is innovation-fostering public health institutes across the nation collaborating to improve population health.

The organization collaborates with its member public health institutes and a wide range of national, state and local partners to support public health initiatives. These collaborative efforts promote health equity, support public health and health systems collaboration, build capacity of the public health system, encourage health in all policies, and promote evidence-based public health practice. Additional information about NNPHI's program areas and collaborative efforts with public health institutes is available at www.nnphi.org.

Position Summary

Reporting directly to the Chief Financial Officer (CFO), the Senior Accounting Manager will provide financial analytics, general accounting, budget management and implementation of financial infrastructure/systems needed to support the continued growth of NNPHI. This position is based in NNPHI's New Orleans office, and requires domestic travel of approximately 15%.

Primary Responsibilities

- Support implementation of NNPHI strategic directions and addresses critical strategic issues in financial and operational matters.
- Ensure integrity of financial information in accounting information systems.
- Manage financial implementation for new project/program grant awards.
- Provide monthly reporting to budget managers on project status.
- Collaborate with budget managers to develop strategies for aligning expenditures with program needs.
- Prepare adjusting entries.
- Perform monthly allocations for shared costs.

- Conduct monthly closeout functions and prepare financial reporting in compliance with funding requirements.
- Support budget managers and leadership in the development of both project and organizational budgets.
- Ensure compliance with terms and conditions of notices of awards.
- Prepare invoices for Accounts Receivable and support documentation of receipt of payments
- Administer employee payroll including processing salary adjustments, review and approval of payroll run.
- Generate paper and/or electronic payments
- Provide mentoring and support to junior members of the Finance Team.
- Help ensure staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
- Support completion of all auditing activities including 990 preparation and other year-end filings.

Qualifications

The Senior Accounting Manager will be a seasoned professional with at least 10+ years of financial experience in a mission-driven environment, including accounting management and budget strategy in a high-growth organization (preference given to national nonprofit experience). S/he will have experience implementing and managing accounting systems that support efficiency and growth in a high productivity organization.

Additional qualifications include:

- A minimum of a Bachelor's degree, MBA preferred
- Strong interpersonal skills and ability to work effectively on a team and with diverse partners.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- A hands-on team-oriented professional with integrity and the desire to work in a dynamic, mission-driven environment.
- Experience in a fast-paced, entrepreneurial environment: Flexibility with an ability to maneuver effectively in the face of uncertainty and transition.
- A collaborative and detail-oriented person that is able carryout his/her role while acting as a "resource advisor" to other NNPHI staff.
- Ability to think strategically with broad vision for designing and implementing financial and administrative systems for long term sustainability and growth.
- Experience in nonprofit accounting.
- Strong customer service skills; must possess a "can do" and team oriented attitude. Responds with a sense of urgency, solicits feedback to improve service, responds to requests for assistance and meets commitments.
- Excellent interpersonal skills both in person and by phone, including high-level diplomacy and an ability to propose a "third way" in resolving conflicts.
- Ability to manage multiple projects while setting appropriate priorities to achieve goals. Includes ability to adapt to changes in the work environment, manage competing demands and be able to deal with frequent change, delays or unexpected events.

- Excellent organizational skills and attention to detail. Ability to stay motivated, organized and productive in a fast-paced work environment. Ability to organize work to use time effectively and efficiently and regularly meets project deadlines.
- Ability to collaborate with teams and define personal roles and responsibilities; which includes the ability to extrapolate plans and create results through critical thinking and exercising sound judgment.
- Proactive, professional and positive verbal and written communication skills. Ability to give clear, concise directions.
- Ability to communicate financial information and concepts to non-finance personnel
- Ability to maintain professionalism at all times.
- Direct experience or familiarity with contracting, Cooperative Agreement and other federal grant and contracting mechanisms (e.g., IDIQ).
- Experience in utilizing fund accounting systems and understanding how to utilize the accounting IS for data-driven and informed decision making
- Proficiency in office and accounting systems and software, such as MS Word, Excel, PowerPoint, Outlook, Abila/Sage/MIP etc.

Salary/Benefits

1. Salary range of \$80,000-\$92,000, commensurate with education and experience.
2. NNPHI offers a highly competitive benefits package, including medical/dental/vision/FSA/parking/generous retirement contributions and leave policy.

Please send CV, cover letter, salary requirement and three professional references to: hr@nnphi.org
Subject line: Attn: *Senior Accounting Manager*

Equal Opportunity Employer