

Finance and Operations Specialist

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW

The Primary Care Information Project (PCIP), a bureau in the NYC Department of Health and Mental Hygiene (DOHMH) is devoted to improving health by promoting and supporting primary care. The PCIP works with over 1,300 health care organizations on increasing clinical prevention opportunities, reducing health disparities, managing/preventing chronic disease, and creating community linkages to support health promotion.

Many of the activities and services to primary care are funded by grants and delivered through the New York City Regional Electronic Adoption Center for Health (NYC REACH) devoted to promoting and supporting the adoption of the chronic care model; using payment reform to advance population health by advocating and promoting reforms and programs that will facilitate the delivery of quality primary care; and monitoring the New York City healthcare system by leveraging data to monitor quality of care and population health to inform public health decisions. To learn more, visit us at www.nyc.gov/pcip or www.nycreach.org

POSITION OVERVIEW

PCIP has an exciting opportunity for a **Finance and Operations Specialist**. Reporting to the Senior Manager of Finance and Operations, the **Finance and Operations Specialist** will work in a fast-paced environment and effectively manage multiple finance-related work streams in support of PCIP's mission and strategic plan. This role will be based at the New York City Department of Health and Mental Hygiene located in Long Island City, Queens.

RESPONSIBILITIES

Managing Procurement:

- Assist with the purchasing of goods and services for a 100+ person bureau
- Act as a liaison between bureau staff and FPHNY personnel in the processing of various procurement requests
- Ensure accurate and timely processing of staff reimbursement requests within established timeframes

Organizing Contract Documentation:

- Enter contract documentation into Salesforce and track invoicing
- Assist the PCIP Finance and Operations Senior Manager to implement and interpret contractual language in regard to vendors' obligations
- Translate program needs into project scopes

Supporting Budget Compliance and Reporting Processes:

- Assist with the development of department budgets, fiscal requests, and staffing proposals
- Monitor, analyze, and report on expenditures, variances, and trends of the bureau's major contracts and grants
- Manage monthly time and effort process for tracking staff who are on multiple funding sources
- Work closely with internal program staff to assist with long term strategy, operations and planning related to resource allocation

QUALIFICATIONS

Required Skills:

- Bachelor's degree in business, public administration, or a related field
- Minimum three years of experience working simultaneously on multiple initiatives/grants
- Strong quantitative analysis skills
- Proven ability to work and deliver on projects proactively and independently
- Exceptional project management, priority setting and problem solving skills
- Detailed oriented
- Strong oral and written communication skills
- Effectively collaborates with and across teams, seeks and provides constructive feedback
- Can skillfully use software like Excel, Word, PowerPoint to produce outputs
- Demonstrated interest in public health, healthcare, social justice and equity preferred

There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

TO APPLY

To apply, send resume, with cover letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**Finance and Operations Specialist and your name**" in the subject line.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.