

FINANCE AND OPERATIONS MANAGER

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 within the NYC Department of Health and Mental Hygiene (DOHMH), is devoted to improving population health by supporting and promoting primary care for all New Yorkers. PCIP also operates the New York City Regional Electronic Adoption Center for Health (NYC REACH) by assisting providers in New York City through practice transformation, quality improvement initiatives and other support services, such as Meaningful Use support, revenue cycle management, and data security. To find out more about this ground-breaking project visit us at www.nyc.gov/pcip or www.nycreach.org.

POSITION OVERVIEW

We are seeking a **Finance and Operations Manager** to lead the fiscal planning and management of \$10+ million annual budget with senior leaders, agency colleagues, and external partners to successfully plan and manage the resources of the Primary Care Information Project (PCIP) as part of the Division of Prevention and Primary Care (PPC). This role reports to PPC divisional Administration team, Director of Finance. The **Finance and Operations Manager** will work in a fast-paced environment with senior leaders on strategic planning, and oversee multiple finance-related work streams in support of PCIP's mission.

RESPONSIBILITIES

Oversee and lead the management of grants and finances for PCIP at FPHNYC:

- Manage fiscal aspects of grant application processes; develop, review, and ensure budgets and associated documents for submission are correct and appropriate
- Analyze, synthesize and report on expenditures, variances, and trends
- Provide recommendations for funding changes, projections, and staffing or resource allocations
- Monitor compliance with grant funding regulations; provide guidance to staff regarding allowable/unallowable costs

- Monitor and track procurement requests and manage its funding
- Assist with the resolution of emergent issues as needed
- Provide support to PPC's Director of Finance and Assistant Commissioner of Administration and advise PCIP senior leadership on PCIP's financial planning:
- Assess current and future resource needs and support identification of revenue opportunities; ensuring alignment with bureau's strategic priorities
 - Prepare monthly fiscal reports and projections, ad-hoc cost analyses
 - Regularly communicate progress and issues to leadership
- Design or refine administrative policies and procedures:
- Identify barriers to efficient and effective budgeting, claiming, procurement and vendor management
 - Propose and implement solutions based on best practice research and feedback from key colleagues
- Synthesize and communicate lessons learned and build organizational capacity for effective operations management

QUALIFICATIONS

- Bachelor's degree in business, finance, public administration, or a related field | Masters preferred
- Minimum five years of experience working simultaneously on multiple initiatives/grants | Experience with federal grants is preferred
- Strong quantitative analysis skills | Data visualization expertise preferred
- Demonstrated ability to manage and track budgets for multiple projects simultaneously
- 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, Salesforce and/or Tableau to produce outputs
- Knowledge and experience with the City of New York budget or contract process, accounting systems, and Financial Management System a plus
- 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 and education.

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 Manager 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.