

JOB DESCRIPTION

Functional Position Title: Finance Director – Portico Healthnet

Reports to (position): President

Job Category Exempt

Purpose of this Job: Briefly summarize the general function of this position.

The Director of Finance is a full-time, exempt, senior level management position responsible for organizing, planning, directing, and evaluating Portico's financial and operating support functions. The Director's primary purpose is to maintain the financial integrity of Portico by insuring the accurate and timely implementation and accounting of the Portico finances, accurate financial modeling for Portico programs, and any investments according to the policies and procedures approved by the Finance Committee and Board of Directors. This involves the responsibility of managing and leading the financial and investment aspects of Portico including accounting and internal controls; financial planning and budgeting; strategic planning and communication; monitoring of investment services as needed; and overseeing and managing related consultants and partners. Additionally, the Director is responsible for oversight and management of Portico's human resource functions of payroll and employee benefits administration, including insurance programs, and other administrative functions as needed.

This position is hybrid remote in Twin Cities Metro Area. Onsite work at Portico's St. Paul office required at least 2 days per week.

Essential Job Duties (job duties that are necessary to the position)

- **Leadership** – Work closely with the President, Treasurer, Finance Committee, Board of Directors and colleagues in developing and implementing organization-wide, strategic, financial and operating goals; proactively identifies potential crisis issues or situations and assists in developing strategies to manage those issues; adheres to code of ethical behavior and practice for functional areas and maintains confidentiality of sensitive information. Acts as a liaison with the Board of Directors in the presentation of organization financial information and strategies.
- **Financial Operations** – Continually improve the fiscal-related operational systems, processes and policies in support of the Foundation's mission; ensure best IT practices are utilized; develop internal processes and controls as needed; coordinate creation and implementation of budgets with appropriate staff; create budgets and timelines for projects related to financial management and manage workflow internal to the department to ensure smooth operations and compliance with accounting standards. Develop, implement, evaluate, and maintain financial policies and standards to insure strong internal controls; adherence to applicable federal and state regulations; and compliance within non-profit standards.
- **Finance Policies and Procedures** – Implement the fiscal policies and procedures as endorsed by the Treasurer and Financial Committee and advise leadership of needed changes in such policies. Implement and monitor all internal control activities of Portico. Remain up-to-date with current developments in accounting standards and other rules and regulations affecting non-profits and Portico.
- **Audit** – Coordinate the annual audit and preparation of all tax and regulatory agency filings. Serve as liaison to Portico's auditor by managing the preparation of all required financial records and letters for

the audit. Provide other staff support as needed to the President and Treasurer in relation to audit activities.

- **Budgets** – Work with leadership and other staff to project and prepare the annual operating budget for recommendation to the President and Board of Directors. Work with other team members to develop and monitor specific event, program, and initiative budgets, including geographic affiliates, initiatives, grants and other budget classes.
- **Communication** – Serve as the principal contact for financial-related inquiries from donors, outside audit firms, vendors, investment managers, and any requests regarding IRS public disclosure and availability requirements of annual returns and exemption applications; manage responses to industry surveys; represent Portico at events as required and appropriate.
- **Financial Reporting** – Review and reconcile information on statements from financial institutions. Prepare monthly and quarterly financial statements and summary financial information and other necessary and requested financial reports for the President, Treasurer, Financial Committees, and Board. Clearly communicate to the President any cost savings ideas, revenue generating issues or budget variance items.
- **Fund Management** – Insure that all funds held by Portico are accounted for in the proper manner according to IRS regulations, FASB and other generally accepted accounting principles, by accurately posting revenues and expenses on a regular basis. Monitor the processing of all gifts and grants from new and existing donors to ensure compliance with donor intent; and report all fund information as needed or requested. Support other Portico staff in the administration of charitable grants from donors; oversee the processing of any investments for Portico.
- **General Accounting** – Insure that Portico is properly recording all transactions by preparing monthly account reconciliations for Portico’s bank and any investment accounts; calculating monthly transfers as needed; issuing administrative payments on a monthly basis; maintaining Portico’s balance sheet by preparing monthly reconciliations of general ledger accounts, and ensuring the proper recording of revenue and expense items.
- **Human Resources** – Responsibility for Human Resources administrative functions in collaboration with Portico’s Human Resources Consultant and Portico leadership to maintain employee files; coordinate functions including enrollment of new employees, work with outside benefits providers for the selection and monitoring of employee benefits, evaluating and recommending those plans which provide cost benefits and best value to both the organization and the employees; provide oversight of payroll processing, bi-monthly payroll reconciliation and 401K journal entries; establish and facilitate new-hire processes and onboarding procedures.
- **Information Technology** – Responsibility for vendor management and purchasing of all technology systems and related training to achieve optimal organizational performance through the efficient use of currently available technology. In collaboration with subject matter leadership, evaluate technology systems and make recommendations for development road maps; participate on any Information Security and Risk Management governance.
- **Facilities and insurance** – Oversee and manage the efficient and effective operations of Portico’s offices; monitoring applicable facility and equipment leases; oversee storage and recordkeeping processes; oversee all property, casualty and liability insurance programs ensuring appropriate and cost-effective coverages are maintained.
- **Investments** – Serve as the liaison to and work closely with the Finance Committee to monitor any investment performance. Conduct transfers and sales of donated stocks as directed; coordinate any

efforts to formulate and implement investment policies, asset allocation strategies, and investment manager/consultant hiring and evaluations. Communicate asset allocation strategy and all subsequent changes to any external asset managers.

- **Planned Gifts** – Serve as Portico’s primary contact for planned gifts.
- Supervise staff as assigned – expected one to two staff.
- Regular and timely attendance to complete all job duties.
- Other duties as assigned.

Special Skills Required to Perform in the Job

- **Communication** – must be clear and concise and have the ability to quickly form relationships with others in a variety of situations.
 - **Action-Oriented** – committed and motivated to succeed and meet objectives. Has persistence and energy when required to meet and exceed objectives.
 - **Leadership** – manages change, solves problems and makes decisions, manages politics and influencing others, sets the vision and strategy, manages workload, understands and navigates the organization.
 - **Adaptability** – can easily adapt to changing situations.
 - **Organizational Agility** – is knowledgeable about how organizations work, knows how to get things done through formal channels and the informal network. Understand the origin and reasoning behind key policies, practices, and procedures. Understand the culture of organizations.
 - **Problem Solving** – ability to analyze, distill and solve practical problems, generate new ideas and make sound judgments on complex situations.
- Environment** – understands the different cultures represented by Portico’s customers and can interact effectively.

Requirements

Education (minimum education level):	<ul style="list-style-type: none"> • Master’s degree in finance or business management or equivalent experience with 3 years of experience; or Bachelor’s degree in Finance or Accounting with 7 years of experience.
Experience Level (experience required to perform job functions at a fully competent level):	<ul style="list-style-type: none"> • Minimum of five years of senior level non-profit accounting experience. Supervisory experience preferred. • Critical, lateral thinker; ability to connect the dots. • Proven track record of exhibiting sound judgment with the highest ethical standards. • Well-organized, self-disciplined, decisive with an ability to balance the “big picture,

	<p>long-term view” with a hands-on, day-to-day focus.</p> <ul style="list-style-type: none"> • Self-starter, ability to work with minimal supervision. • Superior analytical skills. • Excellent project management skills. • Experience in working with high-profile community leaders, the Board of Directors, and its committees, as well as donors, etc. to nonprofit organizations. • Outstanding written, verbal, presentation, and interpersonal skills. • Knowledge of GAAP and FASB standards and IRS regulations as they apply to nonprofit agencies. • Knowledge of the nonprofit sector financial management. • Capable of managing all aspects of finance and administration and maintaining effective relationships with financial institutions. • Proven knowledge of accounting and financial systems. • Knowledge of human resources a plus.
Essential knowledge, skills, and abilities (the specific competencies for the position):	Valid driver’s license
Physical demands of the position:	<p>Must be able to lift 15 – 20 pounds. Must be able to sit or stand for long periods of time. Must be able to operate in a general office environment. Must be able to travel throughout the Twin Cities metro as needed.</p>
Amount of Supervision Required:	Minimal supervision