

Organization:	Springboard HealthLab
Position:	Chief Financial Officer and Director of Human Resources
Reports to:	Executive Director
Pay:	\$115,000 (annually for full time) (\$28,750)
FTE:	.25 (8-10 hours per week)

Position Overview

Springboard HealthLab was founded in 2021 with a clear goal: to support big ideas that can improve health equity. Springboard is focused on supporting projects to turn promising ideas into new ventures, and then helping them find a permanent home.

Springboard HealthLab seeks a part-time Chief Financial Officer and HR Director who can provide these key functions for our core organization as well as for the projects and staff entering, occupying, and exiting our incubator.

The ideal candidate has experience in nonprofit operations and financial management, is detail-oriented and organized, enjoys creating, maintaining, and implementing orderly systems in an environment where growth and change is a constant feature; and is passionate about supporting an organization advancing health equity through innovative structural change projects.

Job Description

Primary duties and responsibilities for this position include:

Human Resources:

- Manage payroll and benefits administration
- Liaise with the brokers, vendors, and platforms used to provide staff benefits and payroll and finance functions
- Manage hiring, onboarding, and offboarding employees
- Ensure compliance with state and local taxes and HR laws for a distributed, multi-state staff
- Update organizational policies, benefits, and employee handbook as needed
- Serve as contact for employee HR questions, needs and grievances
- Create processes and protocols for emerging HR needs
- Provide thought partnership and strategic leadership on HR issues, including: staffing structure as Springboard grows and for each new incubated program; performance management issues

Finance:

- Maintain expense and revenue records in Quickbooks
- Track revenue and expenses against grant budgets for multiple grants and programs
 - In communication with the Executive Director and Program Directors as appropriate, ensure all expenses are coded to the correct funding source, and all personnel costs are split accurately across funding sources on a monthly or per-paycheck basis
 - Prepare monthly invoices to funders reflecting relevant expenses for each grant
- Process vendor and contractor payments in Bill.com
- Provide organizational and program- and grant-specific financial reports to the ED, board, and funders as needed
- Liaise with external accountant regularly to ensure smooth and accurate functioning of financial and accounting systems, including: ensuring bank and credit card transactions are coded accurately; provide payroll reports and communicate payroll allocations across grants; ensure proper documentation of staff reimbursements
- Secure tax accountant to prepare annual tax filing (990 and necessary supporting documentation and schedules) and liaise and support as needed
- Secure external auditor and support audit by the end of 2023
- Partner with Executive Director to prepare annual budgets; support ED with grant-specific budget development as needed
- Provide leadership and support on fund development opportunities
- Create processes and protocols for emerging finance needs
- Provide thought partnership and strategic leadership on finance issues, including: what and how to provide financial services to incubator projects; what systems and processes will best serve the organization as it grows and gets more complex

Other Administrative Duties:

- Assist with preparations for quarterly board meetings
- Attend and take notes at board meetings
- Present financial information at board meetings and answer questions as needed

Additional Information

- Springboard HealthLab (springboardhealthlab.org) is a virtual workplace, with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.
- The successful candidate may be located anywhere, as long as they are eligible to work in the US and can be available during at least part of regular work hours in Pacific Time.

- This non-exempt, salaried, part-time position is not eligible for health or 401k benefits, but will accrue pro-rated paid sick and vacation time.