



POSITION ANNOUNCEMENT:

**Full-Time Exempt Financial Reporting Manager
Health Care Without Harm
Location: Reston, VA**

Organization Overview:

[Health Care Without Harm](#) (HCWH) is a not-for-profit organization that works to transform health care worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice. Our vision is that health care mobilizes its ethical, economic and political influence to create an ecologically sustainable, equitable and healthy world. We seek to carry out our mission and vision by adhering to three overarching goals: protecting public health from climate change; transforming the supply chain, and building leadership for environmental health.

HCWH has offices in the US (Boston and Reston), Europe (Brussels), Latin America (Buenos Aires) and Asia (Manila), and partner organizations in multiple countries including Australia, Brazil, China, India, Nepal and South Africa. HCWH works with hospitals and health care systems, health professionals, ministries of health, NGOs and international organizations such as WHO and UNDP. HCWH's Global Green and Healthy Hospitals Network has more than 600 members from 35 countries, representing the interests of more than 20,000 hospitals and health centers committed to reduce health care's environmental footprint and promote environmental health.

In addition, HCWH US's membership organization, [Practice Greenhealth](#), is the nation's leading health care community that empowers its members to increase their efficiencies and environmental stewardship while improving patient safety and care through tools, best practices and knowledge.

Position Overview:

Health Care Without Harm is seeking a Financial Reporting Manager. This newly created position will be assisting to enhance and maintain the organizations' budgeting and grant financial reporting function by analyzing, organizing, preparing, reconciling, reporting and reviewing budget and grant data of both Health Care Without Harm and Practice Greenhealth with due care and diligence in order to produce reliable and accurate budget and grant reporting information for both internal and external users.

Responsibilities:

- Managing Internal Budgeting Process (45%)
 - Coordinate the annual budgeting process with all programs and departments and compile and manage the consolidated budget including budget revisions and yearend projections.
 - Coordinate and support monthly financial review and management within all departments.
 - Understand and know the budget in order to analyze and manipulate data to provide reports to HCWH and PGH funders.
 - Monitor appropriate use of funds related to the budget.
- Development Reporting and Collaboration (45%)
 - Financial reporting – in collaboration with the Controller, generate financial grant reports for submission to donors.
 - Be the liaison between the finance and development team. Work with the Development manager to ensure accuracy of data collection.
 - Ensure grant proposal budgets and grant financial reports are submitted to funders timely and in coordination with the development team.
- Financial Administration (10%)
 - Audit Preparation – Assist the finance team in providing financial information for grantors and annual audits.
 - End of year duties – Assist finance team with end of year close out.

Qualifications:

- Three or more years of progressive experience in an operations, administrative, financial, grants management or programmatic position. Experience working in the non-profit sector, a virtual organization, or a complex organizational network preferred.
- Bachelor's degree in business, non-profit administration or related field. Combined experience/education as substitute for minimum education.
- Budgeting knowledge and experience.
- Impeccable attention to detail.
- Knowledge of Microsoft Office applications, knowledge of Great Plains or similar accounting software.
- Broad base of relevant technical knowledge and skills related to accounting and financial management systems, with some fund accounting/non-profit experience desirable.
- Knowledge of restricted grant management, understanding of development process and proposal writing.
- Strong interpersonal skills and the ability to understand what the grants are for, and how they relate to each of the programs.
- Good understanding of non-profit business operations
- Ability to establish and maintain positive working relationship with others, both internally and externally to achieve the organization's goals.
- Cross-cultural sensitivity with an instinct to learn rather than judge. Experience working with varied cultures and populations a plus.

What's in it for You?

- Work for an organization where the mission is inspiring and your colleagues are passionate and motivated.
- Work with staff that cares deeply for the mission and the network of people carrying out that mission.
- Be part of an inspirational eclectic network.
- Fantastic benefits!

To Apply or Inquire:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, to Veronique Nagle, Human Resources Director, at jobs@hcwh.org. Please use the following subject line format: Last Name, First Name – FRM Website. Applications will be reviewed on a rolling basis.

Health Care Without Harm offers a competitive salary and benefits, commensurate with experience and skills. Health Care Without Harm is an equal opportunity employer.