

# MeHAF

## MAINE HEALTH ACCESS FOUNDATION

### POSITION DESCRIPTION

**Job Title:** Finance and Human Resource Manager  
**Reporting to:** President & CEO  
**Job Type:** Professional (exempt)  
**Date:** August 2025

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**Organizational Overview:** Based in Augusta, Maine, the Maine Health Access Foundation (MeHAF) is one of the state's largest private health care foundations. The foundation uses its financial and human resources to advance our mission of *promoting access to quality health care, especially for those who are uninsured and underserved, and improving the health of everyone in Maine*. MeHAF is governed by a statewide Board of Trustees and informed by a statewide Community Advisory Committee (CAC).

The foundation is a non-partisan organization that does not have members and has a self-sustaining funding source from its invested endowment (approximately \$150 million). Annually, the foundation provides about \$5 million in grants and program funding.

**Position Summary:** The position of Finance and Human Resource Manager requires solid business and financial management skills with a proven ability to manage the financial and human resource details of a moderately complex nonprofit. As a member of the administrative team, this position requires established skills in managing systems for the daily financial and administrative operations of the foundation, including accounting and comprehensive human resources needs. The Finance and Human Resource Manager provides support to the President & CEO (CEO) and Board of Trustees on finance, investment, and administrative matters, and works closely with the CEO, Vice President for Programs (VPP), and Grants Manager (GM) to facilitate the financial and legal tracking, payment, and reporting of all the foundation's grant and program activities. It is estimated that this position's time allocation is 35% on finance and accounting, 25% on grants and program financial management, 30% on human resource administration and personnel responsibilities, and 10% on foundation functioning.

The Finance and Human Resource Manager is responsible for:

- Day-to-day fund accounting and financial reporting;
- Working closely with and managing financial and relevant consulting relationships with MeHAF's investment advisors, auditors, tax attorney, retirement plan, payroll, insurance vendors, and others;
- Ensuring rigorous internal controls;
- Monitoring and reconciling investment performance;
- Serving as the primary support staff for the foundation's Finance Committee;
- Administrative and program budget preparation and monitoring (short and long-term);
- Coordination of budget development and financial tracking with grants management staff;
- Supporting consulting contract and charitable gifts processes;
- Conducting financial reviews of applicants in accordance with MeHAF's Financial Due Diligence policy;
- In consultation with the CEO and other designated staff, managing and updating employment practices and employee benefit program administration, including arranging required labor-related trainings for staff, and general office operations.

**Essential Job Responsibilities**

**FINANCE & ACCOUNTING (35%):**

- Maintain internal accounting records, including timely management of accounts payable and accounts receivable, assuring appropriate coding and payment justification. Initiate appropriate processes to ensure the accuracy of financial and related data and reports.
- Establish and maintain appropriate internal controls regarding fiscal procedures.
- Prepare standardized reports, including monthly financial statements and grant and program financial recaps. Review reports with the CEO on a monthly basis, highlighting key information and making appropriate recommendations. Oversee the preparation and distribution of consolidated financial reports.
- Produce, monitor, and evaluate internal and external financial reports (historical trends, financial projections, key performance indicators, cash flow analysis, and other financial data necessary for effective planning and operations) for the CEO, VPP, other staff, Board, and Board committees.
- Manage local banking and vendor relationships, local banking transactions, and accounts payable processes.
- In conjunction with outside professional firms, ensure accurate and timely financial reporting and participate in the year-end audit process. Coordinate with MeHAF's auditors for the successful completion of the audit. Facilitate the communication of required documents among the CEO, Finance Committee Chair, and Board of Trustees. File and post the required documents as directed by the auditors.
- In conjunction with outside professional firms, ensure accurate and timely financial reporting and participate in the preparation of the annual tax return. Prepare quarterly and annual tax payments. Provide the tax accountant with relevant information for vendors required for the filing of the annual IRS Form 990 PF. Assist the CEO in the review of the annual IRS Form 990 PF. Facilitate the communication of required documents among the CEO, Chair of the Finance Committee, and Board of Trustees. File and post the required documents.
- Develop and maintain a manual of financial policies and procedures. Develop routine standardized reports and prepare specialized grants and operating reports for the CEO, VPP, GM, Trustees, and other staff upon request.
- Work closely with the foundation's Outsourced Chief Investment Officer (OCIO) firm. Determine bank account transfer amounts for operating cash needs for CEO processing. Serve as the primary point person for the administration of the foundation's investment accounts. Develop a productive working relationship with bankers, the OCIO firm, and investment managers. Meet with the Investment Custodial Manager and MeHAF Treasurer annually and as needed.

**GRANTS & PROGRAM FINANCIAL MANAGEMENT (25%):**

- Work closely with the VPP, GM, and program staff to prepare, analyze, and report on monthly program budgets. Coordinate budget reviews with program staff as necessary and assist staff, as requested, in the financial analysis of grant requests and grantee reports. Participate in program calendar planning to bring financial perspective and understand budget implications.
- Assist the GM in the periodic review of grants management data systems to ensure optimal integration between grants management and accounting functions.
- Participate in the grants management process by tracking and coordinating the financial and accounting aspects, including, but not limited to, maintaining and updating program budgets and issuing payments to grantees. Collaborate with the GM to prepare regular and ad hoc spending reports on grants and initiatives, and work closely with the VPP and CEO to monitor program spending against projections on a routine basis. Highlight any unusual variances and work with program staff to resolve. Monitor and track grant distributions against annual distribution requirements to ensure compliance. Make recommendations with respect to grantee program budgets and expense trend analysis.

- Conduct financial due diligence reviews according to MeHAF policy.
- Support consulting contract processes, including creating contracts (and relevant special conditions), scheduling and monitoring contract payments, maintaining standard consulting contract templates, monitoring payment schedules and contract balances, tracking and processing payments, and ensuring timely correspondence to consultants, including approval and declination letters, and year-end tax-related documents.
- Support charitable gifts designated by the CEO and by Board members who are terming off or stepping down, including payment vouchers and correspondence.

**HUMAN RESOURCE ADMINISTRATION and PERSONNEL RESPONSIBILITIES (30%):**

- Serve as the primary liaison with the contract payroll provider by submitting payroll bi-weekly.
- Coordinate and serve as the primary contact staff for employee retirement plan administration and other employee benefit firms.
- Serve as the primary internal Human Resources contact for addressing employee questions and concerns. Work closely with the CEO to develop an appropriate salary structure and benefit program.
- Maintain employee records, including personnel information and documentation of vacation, sick, and paid time-off usage.
- Work with the CEO and other designated staff to develop and implement personnel policies and procedures. Regularly review and update the employee handbook in consultation with the CEO and Executive Assistant.
- Under the direction of the CEO, oversee the foundation's compensation process, including payroll processing, retirement plan investment, and employee benefits administration.
- Coordinate the annual review of contracts to ensure organizational liability and benefits insurance are up to date.

**FOUNDATION FUNCTIONING (10%):**

- Work with the CEO, Executive Assistant, VPP, GM, program staff, and other stakeholders to sustain a productive team approach within MeHAF.
- Support foundation leadership and other staff to ensure effective, collaborative foundation operations.
- Maintain a commitment to the significant responsibilities inherent in the foundation's work, such as building respectful relationships with organizations that represent and are members of MeHAF's priority populations, and understanding and mitigating the inherent power differential between applicants/grantees and the foundation.
- Participate in national and regional networks for foundation investing and grants management.
- Participate in cross-training with other personnel to provide support and coverage for alternate responsibilities as necessary.
- Maintain a regular schedule of professional development activities to enhance both financial management and contract management functions.
- Monitor private foundation financial regulations, and, in collaboration with the GM, monitor grant/contract management policies and best practices, and inform VPP and CEO of relevant changes and innovations.

**QUALIFICATIONS, SKILLS, KNOWLEDGE, AND ABILITIES:**

- BA/BS in Business Administration, Finance, and/or Accounting with CPA preferred.
- A minimum of five years of experience in an accounting/operations capacity with direct experience in developing and monitoring budgets and financial reporting, managing balance sheets and income statements, accounts payable, and accounts receivable, as well as foundation, nonprofit, or public administration experience.
- Knowledge of generally accepted accounting principles, methods, and procedures for nonprofit organizations is required.
- Proven project management experience.
- Demonstrated proficiency with accounting principles using QuickBooks Online and electronic payment approvals and processing required.
- Experience in comprehensive human resource management.
- Working proficiency in Microsoft Excel, Word, and Outlook. Use of Foundant GLM preferred but not required.
- Excellent technical and troubleshooting skills with an aptitude for organizing tasks, managing time, and prioritizing projects.
- Able to work well with people both individually and as a productive and contributing member of the entire MeHAF team.
- Able to multitask, adjust to changing priorities, and meet deadlines.
- Excellent organizational, time management, and analytical skills; strong verbal and written communication skills; high standards for accuracy and attention to detail.
- Self-motivation and desire for learning, continuous quality improvement, and personal growth.
- A personal passion for the foundation's mission.
- Experience in assuring absolute discretion, caution, and judgment when handling confidential information.
- Ability to work closely and collaboratively with the CEO, VPP, and other foundation staff, but also to work independently in a manner that is supportive of the organization as a whole.
- Sound judgment and maturity, with an ability to identify and address organizational needs, make decisions, develop and justify recommendations, resolve conflicts, and be responsive and transparent with internal and external customers.

**Salary and Benefits:** This is a full-time hybrid position. The MeHAF office is located in Augusta, and all employees are expected to live in Maine. Staff are generally in our Augusta office on Mondays and Tuesdays, with the flexibility to work in the office or remotely for the rest of the week.

MeHAF provides competitive total compensation.

- Salary ranges are competitive with local and regional foundation and nonprofit salary survey data, commensurate with experience and skills.
- Generous comprehensive benefits package including health, dental, vision, and disability and life insurance, as well as an employer-sponsored retirement account with employer contribution.

*MeHAF is an Equal Opportunity Employer.*