



Position: Finance Manager
Department: Health and Mental Health Services (HMHS)
Reports to: Deputy Director HMHS
Salary: DOE
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: The Finance Manager reports directly to the Deputy Director of Health and Mental Health Services (HMHS). The Finance Manager is responsible for the preparation and maintenance of HMHS budgets, monitoring and ensuring compliance with all grant requirements, and providing financial analysis to optimize revenue sources for HMHS.

ESSENTIAL FUNCTIONS:

- 1) Coordinate the preparation of the annual budget for HMHS;
- 2) Monitor board-approved HMHS budget;
- 3) Oversee and update allocation methodologies to ensure compliance with Federal standards;
- 4) Prepare and monitor all HMHS department grant budgets;
- 5) Supervise Grants Coordinator providing development, training and mentorship;
- 6) Prepare budget modifications for existing grants and contracts;
- 7) Work with Program Directors, Grant Managers, and other Finance Staff to ensure that all expenses comply with budget and grant allowances and that funding for services is leveraged appropriately across all funding sources
- 8) Assist HMHS management in interpreting variance reports regarding respective grants and resolving outstanding issues;
- 9) Assist Finance and the Director, HMHS as needed with analysis, reports and special projects;
- 10) Serve as primary point of contact for all HMHS grant-related issues;
- 11) Prepare annual FQHC recertification and any applicable new access point proposals;
- 12) Ensure that regular Program Reports for all HMHS grants are prepared in compliance with the terms, conditions, approved budget and subcontract requirements for the particular grant contract, ensuring that mandatory reports are accurate, complete and submitted timely, and that services deliverables are being met;
- 13) Prepare regular Program Reports for grants directly related to the Jeffrey Goodman Special Care Clinic;
- 14) Coordinate and participate in site visits from grant funding agencies and in all follow-up activities associated with site visits including Plans of Corrective Action (POCA);
- 15) Attend meetings, as necessary, to ensure HMHS compliance with all local, State, and Federal guidelines, as well as specific grant contract requirements;
- 16) Provide support to HMHS management in identifying funding sources for new initiatives;
- 17) Coordinate department or division responses to Requests for Proposals (RFPs) including, but not limited to the assignment of tasks, preparation of documents, preparation of budgets, and ensuring adherence to time lines and approvals;
- 18) Participate in all regular meetings of HMHS Managers;
- 19) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 6-8 years of education in Health Care Administration, Finance or related field, or equivalent work experience;
- 2) At least two years of experience in Healthcare Finance and/or Grants Management;
- 3) Excellent computer skills, including database, spreadsheet, and word processing programs;
- 4) Excellent verbal and written communication, organizational, and interpersonal skills;
- 5) Demonstrated ability to triage and manage multiple tasks under pressure in a fast-paced environment;
- 6) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 7) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 8) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028