



Operations and Finance Manager, Academic Consortium for Integrative Medicine and Health Job Description

Overview

The Academic Consortium for Integrative Medicine & Health (“Academic Consortium”) is a 501(c)3 not-for-profit organization with a current membership of over 70 highly esteemed academic medical centers, health systems, osteopathic medical schools, and nursing schools.

The mission of the Academic Consortium is to advance the principles and practices of integrative healthcare within academic institutions. The Academic Consortium provides its institutional membership with a community of support for its academic missions and a collective voice for influencing change. Our vision is a transformed healthcare system promoting integrative medicine and health for all.

As an organization we are committed to sharing information and ideas, meeting challenges together in a process grounded by the values of integrative medicine, supporting member institutions, and providing an international voice for the advancement of integrative principles. The Academic Consortium for Integrative Medicine & Health recognizes the opportunity to affect the direction, assumptions and outcomes of healthcare. The involvement of strong academic institutions and their representatives allows us to provide a forum for those committed to the values of integrative medicine. The Academic Consortium will provide the cohesion necessary to maximize individual institutional efforts, and also move the field forward in a way that no one institution is able. We're proud of our values-grounded, equity-focused, and fun(!) work environment, incredible colleagues, and a dedication to our work and each other.

Position Summary

We are looking for a highly motivated Finance and Operations Manager to join our small but growing fully remote team. We are seeking a self-starter who thrives in a fun but results-oriented work environment, is passionate about our grassroots nonprofit mission, and enjoys working on a wide variety of projects. The Finance and Operations Manager oversees the day-to-day financial and administrative operations of the Academic Consortium for Integrative Medicine and Health (Academic Consortium). This position is responsible for managing all accounting and banking functions for the organization and works closely with the Chief Executive Officer to generate and track budgets both for internal purposes and outside funders. In addition, the Finance and Operations Manager performs administrative duties, creates and maintains policies and procedures and organizational processes, membership management, human resource management and other duties as assigned. The Finance and Operations Manager reports directly to the Chief Executive Officer.

Work Environment

This is a remote, part time (.50-.60 FTE) position. Willingness to travel 2-3 times per year. Flexibility to accommodate the schedules of volunteers.

Apply

For consideration for this position, please send your resume and cover letter to admin@imconsortium.org. Please include Operations and Finance Manager Position in your subject line.

Key Responsibilities

Finance:

- Oversee the operations and development of the organization's finance department, including creating and reviewing policies, budgeting, recruiting, training, and conducting regular assessments of financial procedures.
- Maintain appropriate fiscal controls and financial reporting.
- Coordinate the organization fiscal operations with auditing firm to comply with federal and state requirements.
- Develop and administer, in coordination with the CEO, Board Treasurer and Finance Committee, the Academic Consortium's annual budget; anticipate the need for and prepare budget revisions for Board approval.
- Supervise the preparation of monthly, quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with forecasting.
- Oversee and process bills, checks, invoicing, and other accounts payable and receivables in conjunction with support staff.
- Provide administrative assistance, including oversight of vendors, and establishing and managing vendor accounts and relationships.
- Manage grant budgets and oversee grant proposal submissions and ongoing grant and contracts reporting requirements.

Operations:

- Responsible for office management for a remote team including, but not limited to; staff equipment, supplies, information technology liaison, best practices for remote teams, etc.
- Analyze and organize operations and procedures to increase efficiency and productivity.
- Contribute to regular membership, board, and staff newsletters.
- Membership management, volunteer management and customer service.
- Operational support for various volunteer groups and committees.
- Work closely with the CEO and Director of Strategic Communications to manage brand inquiry and initial member interest.
- Provide excellent customer service to members, external partners and funding partners.
- Assist the CEO when needed and requested.

Human Resources:

- Development of HR materials, processes and trainings.
- Coordinate and facilitate HR new employee onboarding and training; maintain HR records.
- Manage new employee intake and onboarding process.
- Coordinate healthcare and payroll for staff.
- Responsible for processing all HR paperwork for staff.
- Supervise daily work of the clinical support staff, conduct regular 1:1's, conduct performance appraisals, respond to vacation requests, oversee all attendance and performance related issues.
- Act as a resource for questions about benefits, paid time off accrual and retirement.
- Develop and maintain record management system.



Qualifications

- Bachelor's degree in accounting, finance or related field is preferred but not required
- 5+ years experience working in financial and operations services
- Minimum of 2 years of personnel management and office management
- Effective and productive in a remote work environment
- Self-starting demeanor and a team-player mentality
- Experience in nonprofit or academic setting preferred
- Experience working in a fast-paced environment
- Excellent written and oral communication skills
- Excellent organizational and time management skills
- Knowledgeable and comfortable using various web-based applications for bank accounts, payment solutions platforms and insurance
- Excellent computer skills with proficiency in Microsoft Word, Excel

Compensation & Benefits

Salary Range: \$67,000 - \$94,000 full time equivalent, commensurate with experience

Benefits: Prorated health benefits that might vary depending on what state you reside in. 401k with employer match. Paid time off and holidays. Flexible remote schedule.

Join Us!

The Academic Consortium values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply.