



Finance Director

Position Overview

The mission of Moses Taylor Foundation is to improve the health of people in Northeastern Pennsylvania. The Finance Director is responsible for managing and implementing all aspects of the Foundation's accounting and investment functions. This position also supports payroll/human resources, grants management, and activities related to previous hospital system business. The President and CEO, Board of Directors, and program staff require timely and accurate financial information to support their fiduciary and strategic responsibilities. The Finance Director must possess the skills and temperament to be an effective oral and written presenter in the context of supporting multiple and diverse audiences. The Finance Director will report directly to the President and CEO in this newly created position.

The ideal candidate will embody the Foundation's values, which are integral to the organization's culture and decision-making:

- Honor our history by operating with compassion, respect, and dignity
- Ethics, integrity, and trust
- Stewardship, transparency, and accountability
- Courage, open-mindedness, and diversity
- Informed decision-making and fairness

Key Responsibilities

- **Accounting:** Responsible for all accounting functions including banking, accounts payable, general ledger, financial reports and statements, and financial analysis. Prepare annual budget, monthly income and balance sheet statements, monthly journal entries, and reconcile checking account. Manage annual audit and tax preparation including 990-PF and 1099 forms. Ensure compliance with all financial policies and procedures, internal controls, accounting standards, and state and federal requirements.
- **Investments:** Serve as primary liaison with the Foundation's investment managers. Review statements for each investment account to ensure compliance with the Foundation's Investment Policy. Support the Finance, Audit, and Investment Committee Chair and Audit Subcommittee Chair. Work with investment and custodial banks to meet cash flow needs while ensuring maximum potential investment returns.
- **Payroll/Human Resources:** Work with benefit consultant and/or insurance broker regarding employee health and insurance benefits, D&O insurance, and workers compensation; file and monitor claims as needed. Perform bi-weekly payroll analysis and submit retirement plan contributions.
- **Grants:** Calculate grant payout targets for future years and update current grant payout projections monthly. Analyze finances of grant applicants and participate in site visits and staff discussions regarding proposals.



- Hospital System Business: Oversee and coordinate any ongoing activities related to hospital malpractice cases, pension plan, and Medicare reports.
- Stay current on local community needs and new developments/best practices in the broader field of philanthropy, with a focus on financial management and investments.
- Support program staff in assessing and mitigating reputational and operational risks with individual grants.
- Represent the Foundation at professional meetings and in the community (with nonprofit organizations, service recipients, government officials, and other key stakeholders).
- Execute special projects as assigned.

Qualifications

The successful candidate will be an outstanding strategic thinker with a natural ability to work independently and in collaboration with diverse internal and external partners. The Foundation seeks a professional who has:

- Bachelor's degree; Master's degree and/or CPA preferred
- Strong record of achievement with a minimum of ten years in increasingly responsible positions in the fields of accounting and finance
- Experience working in a nonprofit environment and/or familiarity with nonprofit financial rules and regulations
- Familiarity with the administration of investment programs, particularly in a nonprofit, endowment, or foundation setting
- Proficiency in QuickBooks and Microsoft Office Suite
- Cultural competence and interpersonal skills to work collaboratively with diverse constituencies to build trust and achieve common goals, both internally and externally
- Excellent organizational skills with keen attention to detail, ability to handle multiple projects simultaneously, and accomplish tasks on a deadline
- Inherent curiosity with a love of learning; interest in growing in this role
- Must live and be able to travel within the Foundation's 11-county service region, including a minimum of two days per week onsite in the Foundation's Scranton-based office

Compensation and Work Environment

- The salary range for this position is \$100,000-\$115,000, depending on qualifications.
- The Foundation offers a comprehensive benefits package including paid time off, holidays, health insurance, and retirement plan.
- Moses Taylor Foundation is currently in a hybrid work environment with headquarters in downtown Scranton, PA.



Moses Taylor Foundation's Equal Opportunity Statement

Moses Taylor Foundation values, champions, and embraces diversity and is committed to equal opportunity in employment. The Foundation's policy is to recruit and employ qualified individuals based on merit without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, genetic information (including family medical history), or as otherwise protected by law. Employment decisions will be determined by the individual's qualifications to perform the job. This approach applies to employment as well as training, compensation, promotion, and all other conditions of employment.

Application Process

To apply, email a confidential resume along with a one-paragraph statement describing why you are a good fit to be our next Finance Director (do not submit a cover letter) to **HR@mosestaylorfoundation.org**.

The deadline to submit your resume and accompanying paragraph is **July 3, 2024**. The Foundation encourages all qualified applicants to apply.

About Moses Taylor Foundation

Moses Taylor Foundation is a private foundation dedicated to building healthy communities and providing opportunities for people in Northeastern Pennsylvania to lead healthier lives. The Foundation was endowed in 2012 with the net proceeds from the sale of the Moses Taylor Health Care System to Community Health Systems. Since its formation, the Foundation has approved more than 480 grants for a total of \$32 million invested throughout its 11-county service area of Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Wayne, and Wyoming Counties. For more information, visit www.mosestaylorfoundation.org.