



PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

EXECUTIVE SECRETARIAT

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Job Announcement

JOB TITLE: Chief Finance Officer
JOB STATUS: Full-Time, Exempt
DUTY STATION: Honolulu, Hawaii
APPLICATION DEADLINE: January 10, 2022

ORGANIZATIONAL BACKGROUND: Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagåtña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of executive, administrative and technical staff and a number of short and long-term technical consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

SUMMARY OF DUTIES: The Chief Finance Officer (CFO) position is based at PIHOA's Headquarters in Honolulu, Hawaii. Employment is dependent upon qualifications and experience, program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

The CFO provides management oversight and is responsible for the overall operations and coordination of the PIHOA fiscal team, including but is not limited to: 1) ensuring all fiscal operations and protocols adhere to PIHOA's Fiscal Policy and Procedures (FPP), GAAP principles, and all applicable federal, state and local government rules and regulations, including federal OMB requirements and associated cost principles; 2) providing management and operational oversight over all of PIHOA's accounting, budgetary, and programmatic fiscal support tasks, including external funding financial reporting, revenue, bank and credit card management, and other fiscal obligations (e.g. audits); 3) working directly with the Executive Director (ED), executive management team, and the PIHOA Board of Directors to plan and execute financial improvement strategies across the organization; 4) providing management and performance oversight and supervision of all of PIHOA's finance/accounting staff; 5) providing management and coordination oversight over the organization's various financial liabilities and obligations, including liaising with other partners, vendors, contractors, and health departments as directed by the PIHOA ED; 6) serving as the primary organizational contact (Business Official) for all contractual matters, proposals for new or extended programs, and grant funding; 7) serving as an active

member of the Executive Management Team helping to develop and implement PIHOA's vision and mission under the direction of PIHOA's Deputy Director of Programs and Operations (DD); and 8) assuring the financial stability of the organization by regularly assessing the overall financial health of the organization and ensuring efficiency, accuracy and timeliness of all fiscal operations and processes, including regular reporting of such assessments to PIHOA management and PIHOA's Governing Board and providing guidance on required corrective actions and other areas of improvement.

SCOPE OF POSITION

- 1. Reports to:** Deputy Director of Programs and Operations
- 2. Supervises:** Finance Officer, Accountant and Bookkeeper
- 3. Fiscal Responsibilities:** Final review, approval, and posting of all expenditures in Abila/MIP; designated Business Official of the organization
- 4. Signature Authorities:** Approves all of the organizations' purchasing actions including Purchase Orders (POs) and all payment transactions; bank checking and savings account signatory authority; approves and processes all federal drawdowns under the federal Payment Management System (PMS)
- 5. Level of Interaction:** This is a highly responsible, creative, demanding, and often time-intensive position requiring a unique mix of qualifications and competencies, professionalism and maturity, and senior-level, prior work experience in finance, administration and management.

MAJOR DUTIES & RESPONSIBILITIES

- 1. Financial Planning:**
 - a. Engage the PIHOA Board of Directors to develop short, medium, and long-term financial plans and projections.
- 2. Accounting and Financial Operations Coordination:**
 - a. Actively manage the day-to-day accounting and financial operations of PIHOA.
 - b. Oversee cash flow planning and ensure availability of operational and programmatic funds as needed.
 - c. Oversee and manage the Accounts Receivable and Accounts Payables functions/fiscal staff and the integration of data/information into the accounting system.
 - d. Provide day-to-day financial management and oversight of the organizations' federal grants and other funding sources.
 - e. Oversee the organization's banking activities and actively manage cash flow to ensure it meets the organization's needs.
 - f. Manage accounting control systems and internal audits, enduring the accurate and timely production of accounting information and financial reports.
 - g. Ensure legal and regulatory compliance regarding all financial functions.
 - h. Participate in the organization's policy and procedures development as a member of the senior management team.
- 3. Resource Analysis:**
 - a. Manage the organization's liability insurance program, including ongoing risk analysis.
 - b. Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.

- c. Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
 - d. Develop financial business plans and forecasts.
 - e. Provides technical assistance to the agency staff in budget preparation, negotiations with contracting sources, accounting and documentation requirements, and federal and state laws, rules, and regulations.
 - f. Represent PIHOA to funding sources and partners, including financial institutions, foundation executives, auditors, public officials, etc.
- 4. Budget Development:**
- a. Coordinate the development and monitoring of organizational and program/project budgets, including the preparation of budget revisions, as needed.
 - b. Prepare, analyze and present monthly financial reports for PIHOA, its programs, and activities.
 - c. Report on financial results and issues to the PIHOA DD, ED and Board of Directors.
 - d. Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and agency Board of Directors; oversee the preparation and communication of monthly and annual financial statements.
 - e. Oversee and review the preparation of all program financial reporting required for funding sources.
 - f. Produces the organization's annual financial report, in final format, according to GAAP requirements.
- 5. Contracts Coordination:**
- a. Manage the negotiation and execution of organization contracts with funding sources, vendors, and collaborative service providers.
- 6. Audit:**
- a. Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
 - b. Serve as the organization's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and on time.
 - c. Ensure maintenance of appropriate internal controls and financial procedures by establishing and implementing policies, procedures, internal controls, and standards for the efficient and effective operation of the fiscal department and allow for proper evaluation, control, and documentation.
 - d. Remain up to date on non-profit audit best practices and state and federal laws regarding non-profit operations.
- 7. Other Duties:**
- a. Performs other duties as assigned by the PIHOA ED and/or DD.

PRIMARY QUALIFICATIONS

- **Education:** Bachelor's Degree from an accredited college or university in accounting, business, public administration, or related field.
- **Experience:** Minimum of ten (10) years of senior management experience with an organization with operations above \$5 million per year and in the public health care sector, preferably with a non-profit agency. Experience in supporting multi-disciplinary teams working across multiple locations

- **Knowledge:** General accounting and financial reporting procedures in accordance with the State of Hawaii OPM Cost Standards, GAAP, and OMB Circulars A-133 and A-12; State of Hawaii contract/grant budgeting/reporting procedures and requirements; Human Resources related laws, regulations, and practices; expert knowledge of the financial principles and best practices; current health care sector environment and trends; familiarity with non-profit accounting electronic financial systems and software (MIP), or equivalent; knowledge of payroll reporting and processing of payroll taxes, and employee benefits, including the management of health care and retirement plans; and familiarity with US non-profit/501(c)3 administration and US federal guidelines for non-profits is a plus.
- **Skills and Abilities:** Manage and oversee all aspects of the financial/accounting management function; Create, analyze and report on financial statements and budgets; supervise staff, develop job descriptions and provide performance evaluations and improvement plans; analyze and solve problems effectively and efficiently; manage priorities effectively to meet deadlines and demonstrate multi-tasking skills; assimilate new information and technology; foster and cultivate business opportunities and partnerships; effectively communicate with respect and diplomacy with a range of people from differing backgrounds, value systems, cultures, religious affiliations, and varying degrees of English-speaking and writing competencies.
- **Other Requirements:** Must have advanced English written and oral communication skills; proficient in Microsoft Office software applications (i.e., Excel, PowerPoint, Word, Outlook) and general office software; must be highly ethical with a high level of integrity; self-motivated; reliable; detailed-oriented; easily interface with staff, other senior management personnel, and funding sources.
- **Travel:** Must be willing and able to travel in the US mainland, Asia-Pacific region, and internationally, when required, with possible long durations away from home duty station, including working in low-resource settings.
- **Citizenship and Other Requirements:** Must be a US citizen, possess a valid US Passport, or have a valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. Please be advised that PIHOA does not pay for passport and visa expenses. These will need to be valid and in good standing prior to PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants. Must possess a valid driver's license.

PREFERRED QUALIFICATIONS

- Master's degree preferred.
- Certified Public Accountant (CPA) license preferred.
- Experience working with the US Affiliated Pacific Islands.
- Experience with non-profits and health care organizations.
- A high degree of professional judgment to analyze, develop, and present work; monitor and evaluate the implementation of financial programs; analytical skills, problem-solving ability, and creative thinking.
- Ability to work in diverse teams and demonstrate schedule flexibility across multiple time zones to achieve results.
- A balanced, open professional work style that includes teamwork, participation, and leadership with initiatives.
- Ability to deeply understand technical details and effectively communicate strategic insights to leadership.
- Demonstrated experience working with a wide range of development partners, including multilateral and bilateral donors and private foundations.
- Familiarity in the cultural and traditional workings of the Pacific region and in developing low-resource

countries.

PHYSICAL/MENTAL DEMANDS: Requires prolonged sitting and some standing, walking, kneeling, and bending, requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard and office equipment, and to travel in infrastructure and resource-limited and/or rural and jungle/atoll/mountainous environments. Requires normal range of hearing and vision to perform job duties. Requires occasional lifting up to 45 pounds. Must be able to drive a vehicle. Duties require travel.

COMPENSATION: Commensurate with qualifications and experience, the salary will commence at USD 80,000 per annum. Comprehensive Benefits package included. Relocation travel airfare, per diem, and associated transit travel lodging from home base to duty station may be covered by PIHOA if the successful candidate is not currently residing in Honolulu, Hawaii. PIHOA does not cover relocation of personal household goods beyond accompanied excess luggage. PIHOA will provide the following benefits: a) Paid Vacation (21 days), Sick days (21 days), and Holidays (13 days); b) 100% paid premium for medical insurance for an individual plan, and a 40 (PIHOA)/60 (Employee) split for spouse and dependent(s); c) Life Insurance; d) 401K Retirement Plan after a 12-month probationary period with PIHOA with an employer contribution of 10% of gross salary; e) Flex Spending account for additional medical expenses; f) Worksite Wellness – reimbursement for expenses up to \$85 per month for eligible wellness and fitness expenses; and g) Hawaii state and federal tax benefits (unemployment, disability, social security, Medicare/Medicaid, etc.).

TERM OF POSITION: To start immediately on or after January 10, 2022. Employment at PIHOA is based on Hawaii state law, which is considered “at-will.” Continued employment in this position is determined by availability of grant funding, position need and job performance.