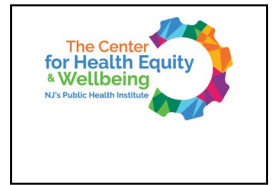


New Jersey Public Health Institute, The Center for Health Equity & Wellbeing



Job Title: Finance Business Partner

Work Location: Remote (must reside in New Jersey)

Reports to: Executive Director

Salary: \$75,000

Full-time
 Part-time

Exempt
 Nonexempt

Mission:

We aim to actively promote collaborative and community-driven partnerships to effect policies and practices that improve health, strengthen public health infrastructure, leverage resources to foster collective impact and social justice, and systemically advance equity and quality of life for all.

Vision:

A New Jersey where people, communities, and populations have a fair and just opportunity to experience health and quality of life to their full potential.

Position Summary:

The Finance Business Partner (FBP) serves as the Institute’s lead operational finance professional, responsible for the oversight, integrity, and day-to-day management of all accounting and finance functions. **This role oversees the full scope of the Institute’s financial operations, including accounting, general ledger management, financial reporting, budgeting, forecasting, internal controls, grants and restricted fund accounting, and compliance with nonprofit and regulatory requirements.** Working closely with Institute leadership, the Finance Business Partner ensures accurate and timely financial information, sound fiscal stewardship, and effective financial processes that support the Institute’s mission and operational objectives. Acenda Integrated Health is the incubator of CHEW-NJPHI, and this position will dually report to Acenda’s Chief Financial Officer. As an integrated health organization, Acenda values the use of evidence-based practice or EBP’s.

Duties and Responsibilities:

- Partner with the Institute staff to support strategic initiatives, financial decisions, and operational plans
- Collaborates with Accounting, FP&A, Operations, and other cross-functional teams
- Leads budgeting, forecasting, and long-range planning processes for the Institute
- Analyzes financial performance, identifies trends, risks, and opportunities, and explains variances versus plan
- Develops and maintains financial models to support decision-making
- Works within a series of financial controls and procedures for the Accounting / Finance department.
- Conducts periodic audits of budget items, including comparing per diems to actual expenses and other budget-to-actual comparisons.
- Generates other grant/funder monthly/quarterly/annual reports, including any ad hoc reports, to meet the needs of the Institute.
- Responsible for the consolidation and review of various ledgers, including cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries to adjust the general ledger.

- Prepares and delivers clear, actionable financial statements, reports and dashboards for senior management
- Monitors KPIs and helps define performance metrics aligned with strategic objectives
- Supports month-end and quarter-end reviews with meaningful commentary and insights
- Ensures financial discipline, adherence to internal controls, and compliance with policies
- Supports continuous improvement of financial processes, tools, and systems
- Functions within the agency's policies and procedures
- Performs other related duties as assigned.

Required Skills and Qualifications:

- Interpersonal Communication
- Collaboration and Teamwork
- Cultural Competence & Adaptation
- Screening & Assessment
- Systems Oriented Practice
- Practice-Based Learning & Quality Improvement

Education and Work Experience:

- Minimum of 5+ years of experience in finance, FP&A, or related roles
- Bachelor's degree in Accounting, Finance, Economics or a related field
- CPA or MBA preferred (or working toward)
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Experience with Workday preferred
- Experience and/or comfortability working in a start-up environment

Why Join Us?

By joining NJPHI, you will be key in building and sustaining impactful public health initiatives. You will be part of a mission-driven organization dedicated to health equity, continuous quality improvement, and meaningful policy change in New Jersey. This is a dynamic opportunity to lead, innovate, and drive progress in public health programs and services across the state.

Disclaimer:

This job description may not include all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the employer's sole discretion. All workforce must adhere to all Center for Health Equity & Wellbeing policies and procedures.

I have read and understood the explanation and job description.

Print Employee Name:

Employee signature:

Date: