



Finance and Operations Manager

Life's most persistent and urgent question is, 'What are you doing for others?'—Martin Luther King, Jr.

ORGANIZATIONAL OVERVIEW

The Verdant Health Commission is making a difference. Public Hospital District No. 2, Snohomish County is also known as the Verdant Health Commission and has a long history of supporting the health of the residents in South Snohomish County.

The hospital district formed in 1962, opened Stevens Hospital in 1964, and operated the hospital until September 1, 2010, when the facility, land, and major medical equipment was leased to Swedish Health Services, which now oversees the daily operations of the hospital. Verdant has a mission of making a difference in the lives of nearly 200,000 people in the communities of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway and portions of Bothell and unincorporated Snohomish County. A priority of Verdant's is to support our residents' ability to get care, especially for those who are uninsured or low-income.

As the program of Public Hospital District No. 2, Snohomish County, the Verdant Health Commission works to provide support and opportunities for our residents to improve their health and well-being. The Verdant Health Commission is governed by five elected commissioners, each elected for a 4-year term. Prior to managing the Verdant Health Commission, the Board of Commissioners governed Swedish Edmonds Hospital (then known as Stevens Hospital), founded in 1962 to serve the residents and families of the hospital district. As of the September 2010 hospital affiliation with Swedish, the board no longer governs the day-to-day operations of the hospital. However, the board does retain oversight on major hospital decisions.

The hospital district is supported, in part, by an ongoing Maintenance and Operation (M&O) tax levy. The M&O levy for Public Hospital District No. 2 of Snohomish County is one of the lowest in the region. The Verdant Health Commission receives most of its revenue from hospital lease payments from Swedish.



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The key constituents supported by Verdant include: Adults, Children & Youth, Low Income & Uninsured, Seniors and Service Providers with the goals of helping the community to Eat Better, Get Active, Stay Well and Stress Less.

Verdant partners with more than 60 community organizations to provide programming including: Alzheimer's Association, American Red Cross, Boys & Girls Club of Snohomish County, Edmonds Unit, South Snohomish County Fire & Rescue, Domestic Violence Services of Snohomish County, Edmonds School District, American Diabetes Association, the YMCA of Greater Seattle and the American Heart Association among many others.

We are seeking a dynamic, emotionally intelligent and inspiring Finance and Operations Manager and Operations to own financial accountability for grant funding, wellness center operations and oversight of property maintenance and leases. To lead a team to make a difference in our community while meeting the organizational goals.



POSITION OVERVIEW

The Finance and Operations Manager and Operations will perform all day-to-day accounting activities, review all contracts to identify and assess accounting implications and mitigate risks to the District, oversee and manage all aspects of the properties owned by the District, act as the primary liaison between the District and the external Human Resources consultant, collaborate with Swedish Edmonds' staff to ensure proper oversight of the District assets, provide guidance and oversight to ensure compliance with all applicable RCWs, coordinate with the external IT company and other external organizations necessary to help support the District's operations, act as the District's Public Records Officer and Risk Manager and be appointed as the District Auditor.

KEY DELIVERABLES YEAR 1

- Provide timely, accurate and effective financial reporting to the Superintendent and Commission. Provide incisive analysis and recommendations to maximize the value of the organizational balance sheet and investments
- Monitor organizational cash investments and own accountability for the performance and effective guidance of 158K sf of Commercial Real Estate properties
- Optimize Operational efficiency including the assessment of current technology systems and platforms to drive increased organizational impact and effectiveness

KEY RESPONSIBILITIES

Accounting and Finance

- Perform all day-to-day finance and accounting duties: managing payables and receivables, completing month-end close in a timely manner, reconciling the bank (including credit cards) and investment accounts, overseeing cash management and preparing monthly financial statements that are in compliance with governmental accounting standards
- Organize the monthly Finance Committee meeting. Prepare the monthly packet, develop the agenda, coordinate a meeting date/time, facilitate the meeting and take notes.
- Present the monthly financial statements, cash activity summary and warrants at the monthly Board meeting. Communicate any significant financial outliers and/or concerns that were discussed at the Finance Committee meeting.
- Manage all aspects of the annual financial statement audit, State Accountability Audit and any Department of Revenue audits.
- Collaborate with the District staff and the Commissioners to develop and pass an annual budget (that meets state and county requirements) by November 15th of each year. Create resolutions for the property tax levy and the budget as required by law and monitor the budget throughout the year to ensure compliance.
- Coordinate the bi-weekly payroll process with the external payroll provider. Ensure payroll data is submitted on-time and that pay rates, deductions and accruals are accurate. Review payroll reports and filings provided by the third-party administrator for accuracy.
- Reconcile and review monthly third-party administrator transactions for workers' compensation and rental properties and enter relevant information into QuickBooks.

Human Resources

- Coordinate with the external human resources consultant for: employee hiring and separation activities, personnel file maintenance, new hire orientation, annual performance reviews, salary benchmarking, employee satisfaction surveys, employee handbook reviews and human resource policy updates.
- Administer employee benefit plans (including healthcare, dental, flexible spending accounts and retirement) and protecting confidential information.





Property Management

- Manage all aspects of real property including sales, acquisitions, surplus and development.
- Work with tenants and brokers, as necessary, to create, revise and negotiate building leases and supervise tenant improvement projects.
- Coordinate with Swedish Edmonds bi-annually to conduct a fixed asset inventory/verification on District-owned assets.
- Manage building compliance (e.g. fire inspections and security) and coordinating routine and emergency maintenance and repairs in the Verdant facility and on the property.
- Provide project management support, budget oversight and act as the District's liaison for development projects.
- Work closely with the District's legal counsel to provide the Superintendent and Commissioners with guidance on strategies and legalities related to real and personal property.

Risk

- Serve as the organizations Risk Manager.
- Manage all insurance policies and claims against the District.
- Review all contracts and leases.
- Maintain a calendar for operational policies to be reviewed annually to ensure compliance with state laws.
- Work with legal counsel and the Superintendent to identify and mitigate risks to the District.

Public Records

- Serve as the Public Records Officer and the designated point of contact for members of the public requesting information disclosures.
- Ensure compliance with all laws and regulations required by Washington State and the federal government related to records retention and the Public Records Act.
- Coordinate records requests after consulting with legal counsel.
- Appointed as the legal District Auditor.

Technology Operations Leadership

- Act as the Technology Manager.
- Work with the Superintendent to ensure technology tools are up to date to support team members and operations.
- Ensure data storage and management is operational and secure.

QUALIFICATIONS

Essential:

- Bachelor's degree in business, finance or accounting
- Previous bookkeeping or accounting experience
- Five or more years of related experience in progressive roles
- Advanced knowledge of various software products including: QuickBooks, Microsoft Office (Word, Excel, Outlook and PowerPoint) and cloud based data storage applications
- An abiding commitment to diversity, equity and inclusion in all forms
- Ability to work collaboratively as part of a team

Desirable:

- Real Estate Portfolio Management experience
- Knowledge of governmental entity compliance (i.e. RCWs related to public hospital districts) strongly preferred
- Experience working in the Snohomish County market.

KEY ATTRIBUTES

- A results-orientated, proactive self-starter.
- Passionate and engaged
- Politically savvy without being political
- Strategic awareness
- Ability to stay calm under pressure
- A strong sense of integrity
- Problem-solving skills
- Interpersonal skills
- Financial awareness
- Conflict Management skills
- Clear and unambiguous communication skills
- Coordination of a wide range of project elements
- Time management of self and others
- Meticulous attention to detail
- Possess a commitment to the values and ethical standards inherent in human services.

LOCATION:

Lynnwood, WA



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