

Finance Manager

North Dakota Hospital Association (NDHA)

Location: Bismarck, North Dakota

Position Summary

The North Dakota Hospital Association (NDHA), a nonprofit corporation, is seeking a full-time experienced, strategic, and detail-oriented **Finance Manager** to oversee the financial operations of NDHA and its affiliated organizations, including Hospital Services, Incorporated (HSI), NDHA's for-profit subsidiary, the North Dakota Hospital Foundation, and NDHA's self-funded health plan.

Reporting to the President, the Finance Manager serves as a key member of the leadership team and is responsible for ensuring the financial integrity of multiple entities through sound accounting practices, financial reporting, budgeting, regulatory compliance, and strategic financial planning. This position works closely with senior leadership, Boards of Directors, external auditors, investment advisors, insurance and banking partners to support the long-term financial health of each organization.

Primary Responsibilities

- Direct all accounting and financial operations for NDHA and its affiliated organizations in compliance with nonprofit and for-profit accounting standards and organizational policies as applicable to each corporation.
- Prepare accurate monthly, quarterly, and annual financial statements for each entity.
- Develop and manage annual operating budgets and long-range financial forecasts and prepare and report budget-to-actual analyses and financial reports to management and Boards of Directors.
- Oversee accounts payable, accounts receivable, payroll, cash management, investments, and general ledger activities.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP), IRS regulations, and other applicable federal and state reporting requirements.
- Coordinate annual independent financial audits and preparation of IRS Form 990 filings, as applicable.
- Monitor investment performance and provide financial recommendations to senior leadership and governing boards.
- Develop, maintain, and strengthen internal controls, accounting policies, and financial procedures.
- Support NDHA's grants and other strategic financial initiatives.

- Administer Human Resources, including processing and overseeing payroll, administering employee benefits and retirement plans, maintain personnel records and HR documentation, maintain compliance with North Dakota and federal employment laws and regulations, coordinate workers' compensation, unemployment claims and employment insurance, leave administration, and maintain HR policies and procedures in collaboration with the General Counsel.
- Coordinate insurance renewals.
- Partner with senior leadership to identify business expansion opportunities, build financial models for new ventures, and drive strategic business development initiatives.

Qualifications

- Bachelor's degree in accounting.
- CPA designation required.
- Five to ten years of accounting experience.
- Experience with nonprofit accounting and financial reporting preferred.
- Experience managing the finances of legal entities.
- Experience administering payroll and human resources.
- Experience managing government-funded contracts and grants is preferred.
- Knowledge of employee benefit plans is desirable.
- Strong understanding of GAAP, budgeting, forecasting, financial reporting, and internal controls.
- Advanced proficiency with Microsoft Excel and accounting software (QuickBooks).
- Excellent leadership, communication, analytical, and organizational skills.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to fifteen pounds at a time.
- Some travel may be required.

Why Join NDHA?

NDHA is the statewide leader representing North Dakota's hospitals and health systems. This position offers a unique opportunity to oversee the financial operations of multiple organizations that collectively support healthcare across the state.

NDHA offers a competitive salary, comprehensive benefits package including employer-subsidized health insurance, fully paid vision and dental insurance, health savings and flexible spending accounts, 401(k) retirement plan with employer contribution, short term disability insurance, life insurance, employee assistance program, paid time off, paid

holidays, extended sick leave, professional development opportunities, and a collaborative work environment.

Work location: in person.

How to Apply

Interested candidates should submit a cover letter and résumé to Tim Blasl at tblasl@ndha.org. Applications will be reviewed as they are received.

The North Dakota Hospital Association is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other legally protected characteristics. We will provide reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Title I of the Americans with Disabilities Act of 1990. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the employment process, please call (701) 224-9732 and ask for the General Counsel and let us know the nature of your request.