**Introduction:**

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

**Position Summary**

The Director of Business Operations will work closely with the Senior Vice President of Finance and Business Operation to direct and manage the administrative operations of the organization, in accordance with the strategic goals and objectives of PHAB. The position will also provide leadership and management of operations including management of the vendors providing accounting services and grants management, human resource and payroll services, and IT infrastructure and support.

This position reports directly to the Senior Vice President of Finance and Business Operations of the Public Health Accreditation Board. The location will be commuting up to two days per week to the PHAB headquarters in Alexandria VA, and the balance remote from a home office. Occasional national travel is required. Comprehensive benefits are provided.

The Director serves on the management team of PHAB. The incumbent demonstrates a high degree of independent decision making, strategic thinking, program planning, and program development, with general direction and oversight from the unit Sr. VP. The incumbent coordinates and collaborates with other members of the management team to assure that the strategic and operational objectives of PHAB are met.

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**Effective Date:** August 2022

| Job Title: | Director of Finance and Business Operations |
| Department: | Finance and Business Operations (FBO) |
| Supervisor: | Sr. VP of Finance and Business Operations |
| Employment Status: | Regular, Full-time |
| FLSA Status: | Exempt |
| Supervision: | Contractors for IT, HR, and Accounting |
| Location: | DC, MD, VA Region (40% PHAB HQ in Alexandria VA / 60% Remote) |
| Travel: | 15% |
| Salary Range: | $105,000 to $149,000 |
Position Responsibilities

**Overarching:**
- Active participant and leader in the management team of PHAB, actively building aligned and healthy culture within the unit and across the organization
- Contribute to the planning, development, implementation, and evaluation of PHAB’s business and financial strategy and operations
- Defining, implementing, evaluating, and revising operational policies and guidelines for the organization.
- Provides program and activity reports, presentations, and webinars to the Board of Directors and funders.

**Finance:**
- Actively monitor contracts and grant agreements that are integral to organization functioning assuring that performance objectives are met on time and within budget
- Execution of financial policies, systems, processes, and overseeing personnel involved.
- Provide oversight and operational guidance to the contractual accounting team for reporting and tracking of the company’s revenue, and conduct budget reviews to maximize use of funds
- Coordinate the preparation of financial statements and financial reports per regulatory and legal requirements, and as directed, provide analysis and recommendations to the Sr. VP, FBO.
- Assist in budgeting, billing, collections, payroll, purchases, usage, and allocation of funds.
- Liaising with Unit Vice Presidents to develop Unit financial plans for the PHAB operational budget and/or for budgets for grant proposals and ensure company-wide operational compliance with PHAB’s financial policies.

**Human Resources:**
- Partnering with the other business units in support of the development and execution of new initiatives aligned with PHAB’s Strategic Plan, such as staffing and/or leading PHAB’s work on Inclusion, Diversity, Equity, and Anti-Racism (IDEA).
- Provide oversight and operational guidance to the contractual HR and Payroll team to create job descriptions, hire competent personnel and oversee employee onboarding and training programs.
- Working with the contractual HR and Payroll team to develop and implement staff evaluation parameters and performance management systems.
- Manages, coaches/supports, and promotes the professional development of the unit’s staff team.

**Systems and Infrastructure:**
- Overseeing client support services and contract with Dataprise which supports remote office environment and operations.
- Managing procurement and resource allocations related to PHAB HQ.
- Working with Executive Assistant to plan and execute in person meetings.
- Liaison with other staff and organization members/volunteers to understand all necessary aspects and needs of operational development, and to ensure they are fully informed of operational objectives, purposes, and achievements.

**Knowledge and Skills required:**
- Master’s degree in Business, Finance, Accounting, or related field
- Eight Years of progressively responsible management and operations experience in a governmental or not-for-profit setting. Experience in public health-related organizations a plus.
- Demonstrated track record of successful project management.
- Demonstrated project management skills and the ability to multi-task across different business units and areas of knowledge.
• Demonstrated track record of effective participation in work teams as a member and/or peer leader of the team.
• Knowledge of management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources.
• Demonstrated skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies, policies, and procedures.
• Experience and understanding around the building of a healthy organizational culture, including a commitment to inclusion, diversity, equity, and anti-racism (IDEA).
• Demonstrated interest in business operations management and staff supervision as evidenced by pursuit of professional development and/or graduate studies.
• Committed to professional growth and development in order to refine and develop skills and competencies related to: adaptive leadership, innovation, creativity, flexibility, collaboration, strategic thinking, and implementation of strategy through collaboration in teams and across teams.
• Strong written and verbal communication skills
• Ability to analyze and interpret financial data and provide summarized reports.
• Demonstrated ability to train, supervise and motivate employees.
• Proficient in Microsoft Office 365 suite including MS Project and SharePoint
• Excellent written and verbal communications skills.

**Role Impact:**

The Director of Business Operation works closely with the Senior Vice President of the Finance and Business Operation and is a key contributor to the overall success of PHAB’s day to day business operations that will provide the operational infrastructure and capacity for growth in service to PHAB’s mission to **Advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation.**

**Vaccination Requirement:**

All staff and volunteers of the Public Health Accreditation Board are required to provide proof that they are fully vaccinated against COVID-19. Additional vaccination requirements may be put in place in the future as warranted by the current COVID-19 pandemic or emergent public health threats in the future.