



Los Angeles General Medical Center Foundation, Inc.

The Wellness Center at Historic General Hospital

1200 N. State Street, Suite 1008, Los Angeles, California 90033

www.thewellnesscenterla.org | Tel: 213.784.9191

Job Title:	Director of Finance and Administration
Employer:	Los Angeles General Medical Center Foundation, Inc.
Place of Employment:	The Wellness Center at the Historic General Hospital 1200 N. State St. Los Angeles, CA 90033
Reports to:	Executive Director and the Board of Directors
Job Classification:	Full-time, exempt
Work Schedule/Setting:	40 hours per week, Monday-Friday, in-person
Salary Range:	125,000 – 175,000 USD per year
Benefits:	Medical, Dental, Vision, Retirement, paid holidays, sick and time-off

Organization Overview:

The Los Angeles General Medical Center Foundation, Inc. (Foundation) is an established nonprofit partner to the largest and busiest safety-net hospital in Los Angeles County. Since 1988, the Foundation has provided strategic support to ensure that the Los Angeles General Medical Center maintains its status as a leader in medicine, education, and research, and continues to provide the highest caliber of care to the patients it serves. The Foundation is an operating 501(c)3 nonprofit, running multiple programs and administering contracts and grants from government agencies, nonprofit foundations, and corporations.

In the past decade, the Foundation has developed its service model to include operating a client-services hub, The Wellness Center, which supports hospital patients and community residents to achieve better health and wellness. The Foundation also serves as the organizer for a range of community engagement and empowerment efforts for eastside neighborhoods in the service area of the medical center. The Foundation operates a fiscal sponsorship program for health system partners to support innovation in the medical field and improve health outcomes for marginalized communities.

With an annual operating budget of \$6M and a staff of 30, the Foundation is positioned to grow our financial support of the medical center and achieve sustainable funding for our programs as we continue to advance our mission of service to our community. The Foundation is seeking a skilled, experienced, and mission-aligned Director of Finance and Administration to oversee the organization's financial and administrative operations. This is a key leadership role pivotal in shaping and driving the Finance Department for the organization. Reporting to the Executive Director and the Board Treasurer, the Director of Finance and Administration is responsible for ensuring accurate financial reporting, compliance with funding requirements, sound internal controls, and strong fiscal management across the organization. The Director of Finance and Administration will lead the finance team, work closely with Foundation leadership and the Board of Directors, and play a critical role in securing the Foundation's

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long-term financial health and increasing our financial support for the life-saving work of the Los Angeles General Medical Center. **The ideal candidate will be an experienced finance team leader who is detail-oriented, mission-driven, and eager to roll-up their sleeves to build the financial and administrative infrastructure in a growing nonprofit.**

KEY RESPONSIBILITIES

Financial Oversight & Reporting

- Lead day-to-day accounting operations, including general ledger, accounts payable/receivable, bank reconciliations, and payroll oversight.
- Manage the month-end and year-end close processes.
- Prepare and present timely and accurate financial reports to the Executive Leadership and Board of Directors to enable analysis and action that further the best interests of the Foundation.
- Maintain accounting records in compliance with GAAP and nonprofit best practices.

Financial Policy Development

- Assess current procedures and make recommendations for improvement.
- Oversee systems, procedures, and controls to ensure financial activities are conducted responsibly, efficiently, timely, and in compliance with relevant laws and regulations.
- Maintain confidentiality of all financial data and company information.

Budgeting & Forecasting

- Direct the annual budgeting process and assist internal program leads with developing program budgets to strengthen and support compliance for Foundation-led and Fiscally Sponsored grant-funded programs.
- Monitor budget performance and provide analysis, projections, and recommendations.
- Develop multi-year financial forecasts and cashflow management tools.
- Provide multi-year financial analysis and forecasting to inform decision-making, resource allocation, and long-term organizational planning.

Grants & Contracts Management

- Oversee accounting and reporting of federal, state, local, and private grants and contracts.
- Ensure compliance with OMB Uniform Guidance and other funder requirements.

Audit & Compliance

- Lead the preparation for the annual financial audit, federal Single Audit, and contract audits.
- Maintain and enforce internal controls, fiscal policies, and procedures.
- Ensure compliance with all relevant federal, state, and local financial regulations.
- Serve as financial and compliance liaison with the board.

Team Leadership & Collaboration

- Lead and develop a high-performing accounting team, fostering a culture of accountability, continuous improvement, and professional growth.
- Conduct regular performance evaluations and provide coaching and mentorship to direct reports.
- Coordinate across programs to strengthen cross-functional planning for the organization.
- Provide training and support to non-financial staff on budgeting and financial literacy.
- Partner with Foundation leadership and Board of Directors to set and achieve financial goals and

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targets.

Administrative Operations

- Oversee administrative/office operations and matters relating to facilities, insurance, and major equipment acquisition and maintenance.
- Negotiate/manage contracts with consultants, contractors, and vendors.
- Negotiate in-kind property lease and subleases with nonprofit partners.
- Serve as the technical information technology (IT) contact and intermediary with the IT consultant.
- Accountable for all Human Resources functions. Further develop the Foundation's HR resources and administration, enhancing evaluation, retention, training, and recruiting; work transparently with executive management and external counsel to ensure consistency and compliance to regulatory agencies.
- Perform other duties as assigned by management.

REQUIRED QUALIFICATIONS:

- Minimum Bachelor's degree in Accounting, Finance, or related field (CPA or MBA preferred).
- Minimum 10 years of progressive financial management experience, including leadership and supervisory roles.
- Expertise in nonprofit fund accounting, grant compliance, and audit preparation.
- Strong knowledge of GAAP, OMB Uniform Guidance, and financial regulations for nonprofit organizations.
- Proficiency with accounting software (e.g., QuickBooks) and advanced Excel skills.
- Fluently speak and write in English.
- Excellent organizational, interpersonal, and communication skills.
- Physical ability to meet the demands of the position as represented by working in a typical office environment with moderate noise and distraction levels. Ability to sit for up to two hours at a time. Physical ability to walk up to ¼ mile. Physical ability to lift and carry 25 lbs. Reasonable accommodations may be made on a case-by-case basis.
- Must satisfactorily pass background and employment/reference check.
- Must have reliable transportation.
- Commitment to the Foundation's mission and values.

PREFERRED QUALIFICATIONS

- Experience in culturally diverse, community-based organizations.
- Experience with fiscal sponsorship services.
- Experience with grant and subaward financial management, compliance, and audit protocols for government contracts and grants.

EMPLOYMENT CLASSIFICATION AND REPORTING: The Director of Finance and Administration is a full-time, exempt employee of the Foundation and is employed at-will and reports directly to the Foundation's Associate Director. As an employee of the Foundation, the Director of Finance and Administration is subject to the policies and procedures outlined in the Foundation Employee Handbook.

BENEFITS:

- Dental insurance
- Health insurance

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- Life insurance
- Paid holidays
- Paid sick time
- Paid time off
- Retirement plan
- Vision insurance

WORK SCHEDULE, LOCATION AND CONDITIONS: As an exempt employee, the Director of Finance and Administration is expected to work an average of 40-hours per week based on a preapproved schedule. Working hours will typically be Monday through Friday, with occasional evening and weekend hours as needed. The work assignment is in-person at the Foundation offices, leading an onsite finance department.

TO APPLY: Please email your current resume, a list of at least three professional references, and a cover letter or cover email expressing your interest in the position to careers@thewellnesscenterla.org. Use the subject line “Director of Finance and Administration.”

We will be reviewing applications on a rolling basis until the position is filled. No phone calls please.

The Los Angeles General Medical Center Foundation, Inc. is an Equal Opportunity Employer. We are committed to workplace diversity and inclusion and recognize that our mission is best advanced by leadership and contributions from people of all genders, diverse backgrounds, beliefs, and cultures. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or any other status protected by law to apply. Qualified applicants with criminal histories will be considered for employment in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.