



HR & FINANCE SPECIALIST

Job Description

MedWish Medworks is a humanitarian nonprofit organization dedicated to advancing health equity and environmental sustainability. We achieve this by providing essential care, redistributing surplus medical supplies, and connecting medically underserved communities with vital resources, in Northeast Ohio and around the world. MedWish Medworks was formerly MedWish International and Medworks. We merged in September 2024 and together, we can make an even bigger impact through our work. Visit www.medwish.org to learn more.

POSITION

Reporting to the CEO with a dotted line to the Chief Advancement Officer, the HR & Finance Specialist is responsible for managing the daily administration of MedWish Medworks (MW2), with a focus on finance and human resources.

RESPONSIBILITIES: (The following are not designed to contain or be interpreted as an exhaustive list of all duties, or responsibilities required of the employee assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)

Financial Responsibilities

- Oversee accounts payable, ensuring bills are paid on time, W9s are collected from vendors, taxes are removed when possible, all paperwork and details are included with invoices, and appropriate staff approval is received.
- Monitor the budget and cash flow, running and reviewing financial reports, analyzing variances, and implementing corrective actions.
- Lead efforts to draft the organizational budget and program budgets each fiscal year.
- Complete financial analyses of expenses each month, quarter, and annually to evaluate program expenses and restricted fund deductions.
- Provide financial data and reports to support fundraising efforts and for MW2 stakeholders.
- Serve as the primary contact for MW2's accounting firm and oversee the month end financial process. This includes but is not limited to tracking restricted expenditures/funding sources, completing deposit entries, ensuring timely and accurate recording of all transactions, obtaining month end reports, tracking PTO usage and reporting on volunteer hours.
- Serve as the chief staff liaison to the Finance Committee, assisting the chair with scheduling meetings, setting the agenda, and preparing and distributing materials.
- Serve as the primary contact for MW2's financial audit, gathering all requested documents, provided any needed information, reviewing drafted reports, and scheduling fieldwork and a wrap up meeting.
- Work with MW2's audit firm to prepare the annual form 990.
- Complete the annual Department of Commerce survey and other required financial reports and filings.
- Utilize QuickBooks to enter information on deposits, run reports, and review financial activity.
- Collect, compile, and enter into QuickBooks information on monthly credit card usage.



- With the help of the Ad-Hoc Insurance Committee, oversee MedWish Medworks' insurance coverage. This includes but is not limited to completing annual renewal applications, exploring new coverage needs, serving as the primary contact for our insurance broker, and filing any claims.

Human Resources Responsibilities

- Oversee recruitment efforts.
- Oversee MW2's retirement plan, ensuring all forms are filled, employee information is distributed, and supporting employees with questions.
- Distribute ERISA paperwork, W2, and other employee notices.
- Oversee new employee onboarding and the collection of all new hire documents.
- Serve as the MW2 benefits administrator and primary point of contact with benefits vendors. Collect and oversee the completion benefits documentation for new hires and during open enrollment. Oversee any offboarding transition of benefits as employees leave.
- Process payroll, which includes ensuring PTO is tracked in the company online system and benefits expenses are deducted as needed.
- Serve as a mediator or witness when requested by staff during mediations, terminations, or other HR matters.
- Compile and file records related to grievances, performance reviews, and disciplinary actions.
- Complete end of employment paperwork and conduct exit interviews.
- Under the direction of leadership, update job descriptions and the employee handbook when needed.
- Oversee and update the monthly safety walk through log. Maintain other safety and OSHA documents.
- Maintain training records.

Other:

- Assist with facility tours and presentations.
- Assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MW2's core values.
- Assist with mission critical projects such as clerical projects, the 2-day clinic, and the annual inventory audit.
- Follow MW2's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

REQUIREMENTS

- Bachelor's degree (preferably in business, nonprofit management, accounting, finance, or human resources), or 3-5 years of HR, finance, administrative or business experience.
- Personal qualities of integrity, credibility, and dedication to the mission of MW2. Extreme ability to maintain strict confidentiality and communicate in a professional manner with staff, stakeholders and vendors.
- Be organized and exhibit follow through on tasks and goals. Excellent attention to detail.
- Strong computer skills (email, Internet research, Microsoft Office programs, and Google apps).
- Excellent Excel knowledge.



- QuickBooks experience preferred.
- Demonstrated experience or knowledge of financial oversight, ideally in the not-for-profit sector.
- Strong English written and oral communication skills with outgoing and patient demeanor.
- Excellent people skills and the ability to work with diverse stakeholder populations.
- Demonstrated resourcefulness in managing multiple priorities under pressure and under tight timelines, while proposing new ways of creating efficiencies.
- Flexible self-starter; able to multi-task while also being willing to “roll up the sleeves”.
- Display a positive attitude, self-confidence, common sense and a good listening ability.
- Ability to succeed in a fast-paced, non-traditional work environment.
- Work select evenings and weekends on occasion based on business needs.
- Must pass a background check and drug screen.
- Ability to lift 40 pounds.

This position is eligible to work remotely half of the time. In-office presence will be required one-two days per week and as needed for special projects/tasks.

JOB TYPE: Hourly, Non-Exempt

SCHEDULE: Part-Time | 20 hours per week between Tuesday-Friday | During busier weeks, hours may be increased up to 25 hours per week with CEO approval.

To apply, please send your resume and cover letter to kfoster@medwish.org in addition to completing MW2's [online employment application](#).