

Family Health Centers – Job Description

JOB TITLE: Director of Finance

DEPARTMENT: Finance

Revised Date: August 2018

FLSA STATUS: Exempt/Salary

REPORT TO: Chief Financial Officer

PRIMARY ACCOUNTABILITY:

Responsible for developing, implementing and maintaining management information and reporting systems needed to manage the organization's financial, accounting and payroll functions in accordance with GAAP. Provides recommendations to the Chief Financial Officer (CFO), administrative department directors, and clinic and program managers regarding the financial direction and accountability for the organization including operational reports. Monitors revenue cycle to ascertain effectiveness of patient accounts system.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Responsible for Fiscal management
 - a. Assist the CFO with the financial and strategic planning for the organization including implementation of the financial plans, policies and systems that meet the organization's financial needs
 - b. Coordinates and directs the preparation of the organization budget in collaboration with the CFO and the organization's strategic initiatives
 - c. Assure protection of the organization's assets through internal control, internal auditing and assuring proper accounting procedures in accordance with Generally Accepted Accounting Principles (GAAP)
 - d. Responsible for an effective cash management system including bank transfers, optimizing the use of e-payments, and utilizing on-line banking features
2. Responsible for Financial Reporting
 - a. Oversees preparation of monthly financial statements
 - b. Optimize features of the automated accounting system
 - c. Supervise the preparation and posting of entries to the general ledger, accounts payable and accounts receivable systems, and payroll
 - d. Ensures strict adherence to timely month end closing process
 - e. Prepares comparative analysis reports reflecting variations in revenues and costs
 - f. Oversees the annual audit and tax return preparation
 - g. Determine applicability of new accounting standards to the organization's financial statements ensuring financial reports meet GAAP standards
3. Responsible for Supervising the Finance Department
 - a. Manage and supervise the activities of the accounting department staff to ensure their work meets goals and performance objectives. Such duties include hiring, training, supervising and conducting performance evaluations of Accounting Department staff
 - b. Supervise and oversee all accounting functions including maintenance of the general ledger, reconciliation of cash and investment accounts, creation of monthly journal entries, payment of organization accounts payable, posting accounts receivable, and generation of payroll checks; serve as back up for these functions when necessary
 - c. Responsible for providing effective financial controls for the organization
 - d. Ensures documentation is maintained for all processes performed in the finance department
 - e. Reviews, investigates and corrects errors and inconsistencies in financial data
 - f. Provides a desirable work environment to promote high morale and job satisfaction
 - g. Provides performance feedback to staff on a regular basis
 - h. Completes performance evaluation process per established policies

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4. Responsible for Accounts Receivable Controls and Compliance
 - a. Monitors the billing and collection function over the patient accounts system
 - b. Maintains effective controls over the patient revenue cycle
 - c. Promotes best practices in order to achieve desired operational metrics within the billing and collection function
5. Responsible for Grants Fiscal Operations Management
 - a. Responsible for grant fund administration to assure continued grant funding to the organization
 - b. Oversee developing the annual Base Grant budget, posting the budget and related schedules to the electronic hand book, and supporting the overall grant renewal process
 - c. Assist with preparing applications for new grant opportunities
6. Other duties as assigned, including
 - a. Prepare ad-hoc reports in support of strategic planning
 - b. Perform data analysis, track financial trends, and investigate budget variances
 - c. Manage UDS and Medicare/Medicaid cost report preparation
7. Strategic Planning and Leadership duties
 - a. Presents ideas to enhance departmental scorecard
 - b. Continually strives to meet strategic goals
 - c. Actively participates in Department team meetings
 - d. Assures staff is aware of strategic imperatives, organization goals, mission, vision and current projects
 - e. Communicates effectively with all levels of the organization in a professional and timely manner
 - f. Seeks out educational opportunities, stays current with trends and implements appropriate changes within area of responsibility
 - g. FHC encourages civic involvement
8. Attendance
 - a. Ensures attendance and hours worked are accurately recorded in computerized timekeeping system
 - b. Properly manages Paid Time Off
 - c. Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

GENERAL DEVELOPMENT

1. Requires significant organizational skills, in order to manage and direct the activities of one or more functional areas of the organization
2. Job duties require the ability to provide leadership and motivation to others
3. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances
4. Employees are expected to devise effective solutions to situations encountered which include not just the specific issues related to the function, but the general concerns of the organization
5. Work requires the incorporation of departmental/functional processes into the overall functioning of the organization
6. Duties require drawing conclusions using inference and logic, which may be different than the conclusions that could be drawn by others

PROFESSIONAL & TECHNICAL KNOWLEDGE

Possesses advanced level general skills, including written and verbal communications skills, computational and computer skills, and mathematical knowledge frequently acquired through completion of a Bachelor's Degree in Business, Finance or Accounting. CPA or MBA strongly preferred. Length and depth of relevant work experience will be considered.

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TECHNICAL SKILLS

- 1) Ability to prepare more complex documents in computer programs, including creating tables, charts, graphs and other elements.
- 2) Ability to use advanced functions of computer programs, such as to create and manage databases, including creating standardized reports, or link multiple worksheets and workbooks
- 3) Ability to create, send and manage email.
- 4) Ability to administer rights, access data and generate reports in the accounting software program
- 5) Possesses the ability to prepare and interpret financial and statistical reports

COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using FHC’s core values; the **Core Dimensions**
 - a) **Respect**—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
 - d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require employee to provide excellent customer service to all internal and external customers
- 3) Job duties require the employee to effectively communicate their opinions and extrapolations of information they collect and synthesize/analyze
- 4) Job duties require the effective communication of information in written (including electronic) correspondence

WORK ENVIRONMENT

Work is performed in an office environment within the clinic

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					x
Walking					x
Climbing	x				
Sitting					x
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.		x			
Lift/Carry up to 30 lbs.	x				
Lift/Carry up to 50 lbs.	x				
Push/Pull up to 25 lbs. of exertion	x				
Push/Pull up to 50 lbs. of exertion	x				
Work below waist level	x				
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length			x		

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Fingering					X
Grasping / Holding					X
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing	X				
Use/exposed to hazardous substances	X				

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature *Date*

Witness Signature *Date*