

JOB DESCRIPTION

JOB TITLE: Director of Finance

DEPARTMENT: Finance

VERIFIED: [03/23/2018]

STATUS: Full time/exempt

REPORTS TO: President/CEO

JOB SUMMARY: The Director of Finance (DF) is responsible for the administration of all fiscal operations for the Treatment Foster Care and Outpatient Services Department. The DF supervises and leads the finance department and serves as a senior member of the agency's leadership team. The Director of Finance provides support and consultation to the Board of Directors as requested.

DUTIES AND RESPONSIBILITIES:

1. Budgeting and Financial Management
2. Third Party Billing
3. Strategic Thinking and Acting Tactically

BUDGETING AND FINANCIAL MANAGEMENT

- Facilitate the development of annual budget requests with Program Directors
- Present the agency budget to the finance committee for review, input and approval
- Present budget to the Board of Directors for approval
- Coordinate and present financial reports to the Board finance committee and President/CEO monthly
- Manage vendor relations—A/P and A/R as well as weekly bank deposits
- Finalize all Treatment Foster Care Service contracts and ensure compliance with all financial, accounting and audit agreements
- Review, and approve monthly payroll, expense and mileage reports for the agency
- Review and approve all vendor invoices and contracts.
- Oversee internal control and accurate financial reporting.
- Responsible for fiscal policy development, process efficiencies and asset management
- Fulfilling tax related responsibilities

THIRD PARTY BILLING

- Research, negotiate, and prepare third party payer agreements
- Review Third Party Payer agreements on an annual basis
- Oversee the credentialing of Professional Staff

- Ensure all billing procedures meet all HIPPA standards
- Ensure the billing process maximizes technologies to promote efficiencies

STRATEGIC THINKING AND ACTING TACTICALLY

- Detailed understanding of data, ability to create projections, and program feasibility analysis.
- Ability to communicate financial concepts to non-financial staff members in an effective and understandable approach.
- Willingness to coach, mentor, and educate others on their financial knowledge and how it can be leveraged to fulfill the mission of the organization.
- Able to manage in alignment with the mission and vision of the organization

EDUCATION: A Bachelor's Degree in Business Administration, Accounting, Finance or related discipline. Active CPA certification a plus.

EXPERIENCE AND SKILL REQUIREMENTS:

EXPERIENCE

- 2 or more years of experience managing a team or teams of employees. This should include employee coaching and/or mentoring.
- 2 or more years of experience in the administration of a health/medical related business which relies on third party billing as a primary revenue source
- Working knowledge of technology systems would be beneficial including an understanding of the Microsoft and QuickBooks platforms. Experience in electronic medical records.
- Experience in negotiations and contract management

SKILLS

- Ability to develop, lead, and maintain good working relationships with diverse work groups and individuals
- Strong oral and written communication skills
- Ability to use planning as a resource to insure organizational stability and viability, and increase the potential for innovation and growth
- An expertise in either Medical Third Party Billing; Accounting, or Financial Management
- A working knowledge in two of the following three areas: Medical Third Party Billing, Accounting and Financial Management
- Manage multiple and time sensitive priorities
- Excellent oral and written communication skills
- A broad working knowledge of information and communication technology
- Proven ability to manage and develop work groups
- Ability to build respectful, positive relationships internally and externally with staff, board members, funders, contractors, vendors, etc. Priority on customer service.

VALUES

- Places a high priority on professional conduct and quality
- Is willing to make a professional and personal investment in the future of the organization, its staff, and its mission
- Promotes an atmosphere of fun and friendship
- Always acts with integrity towards colleagues, clients and community members
- Is comfortable and committed to the integration of spirituality and faith in our relationships with our colleagues and clients