

Job Title: Finance Director
Department: Finance
Reports to: Administrator
Effective Date: 03/23/2020

Job Summary:

Oversees JCCHS financial planning and accounting operations. Responsible for the efforts, results and success of JCCHS finance department. Provides financial advice and support to help Administrator and Board of Trustees make key decisions. This is specialized professional technical and administrative work involving a high degree of independent judgment, and supervision of work in assigned responsibility areas performed by office staff engaged in a variety of activities.

The position serves as a Director providing support functions for other divisions, performs administrative or technical work of a complex nature for an agency official, and serves as a technical expert for various programs.

Duties/Responsibilities:

- Prepares, oversees and adheres to annual budget.
- Assures that JCCHS financial practices are compliant with statutory regulations and maintain appropriate internal controls.
- Analyze financial trends to assist in creation and execution of strategic planning.
- Interpret complex financial information; administer cost allocation plan to comply with funding source requirements.
- Responsible for monitoring of cash flow, investment management and evaluation of various insurance risks/coverage.
- Supervise financial and other staff in the facilitation of day to day operations including collection of financial data, accounts payable and payroll.
- Prepare monthly financial statements as well as program specific financial reports for various grants.
- Arrange contract and execution of annual audit and cost report.
- Update and implement financial policies and procedures.
- Assist with various Human Resources responsibilities including on-boarding, employee benefits and other assistance as needed.

Education and Experience:

- Bachelor's degree in accounting or related field.
- Minimum of five years of professional experience in accounting or auditing, preferably in a health care setting.
- At least two years supervisory experience.
- Understanding of computer information systems and software, current knowledge of Quickbooks preferred.
- Exceptional communication skills, both written and verbal; comfortable with health care professionals, medical staff, agency staff, business leaders, and third party payers.
- Thorough understanding of business principles and practices.
- Able to apply critical thinking and analytic skills to problem solve in an independent environment.

Physical Requirements:

Sitting for extended periods at a desk, and working on a computer.

Ability to communicate verbally and in writing with customers, vendors, management, and co-workers.

Regular use of telephone and email for communication is essential.

Hearing, vision, and speaking within normal ranges.

Ability to perform keyboarding skills.

Ability to stand, greet customers, vendors, management, and co-workers.

Good manual dexterity for use of common office equipment such as computers, calculator, copiers, and fax machines.

Able to lift or carry up to 40 pounds.

Acknowledgement:

I acknowledge that I have read and understand the responsibilities assigned to this position.

Employee Name

Employee Signature

Date

I acknowledge that this job description is an accurate description of the responsibilities assigned to this position.

Supervisor Name

Supervisor Signature

Date

The above job description is intended to describe the general nature and level of work being performed by this job. It is not intended to be an exhaustive list of all responsibilities and activities of this position.