

JOB DESCRIPTION

DIRECTOR OF FINANCE

DEPARTMENT: FINANCE

REPORTS TO: VICE PRESIDENT/CHIEF FINANCIAL OFFICER

POSITION SUMMARY:

This position is responsible for the oversight of the accounting and billing processing in accordance with the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Creates, coordinates, and evaluates the financial programs and supporting information systems of the company to include financial reporting, budgeting and conservation of assets.
- Ensures compliance with local, state and federal reporting requirements.
- Oversees the processing of accounts payable, payroll, billing, departmental budgets, salary updates, general ledger reconciliations, and account maintenance.
- Coordinates the preparation of financial statements, financial reports, special analyses, and information reports.
- Establishes and maintains appropriate internal control safeguards.
- Ensures records systems are maintained in accordance with generally accepted auditing standards.
- Coordinates annual audit, cost reports, OSHPD reports, and other documents required by regulatory agencies and outside third parties.
- Recruits, trains, supervises, and evaluates department staff.
- Responds to questions or inquiries from employees.
- Able to work with supervisors and managers.
- Responsible to cross-train/update Accounting Department and Human Resources Department staff regarding processes and procedures.
- Performs other related duties, as assigned.

DIRECTOR OF FINANCE**EDUCATION AND EXPERIENCE:**

Five years of accounting experience.

Health care experience preferred.

Must know ten key by touch and type 35 wpm on computer keyboard.

Bachelor of Arts or equivalent experience required.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to sit frequently.
- Must be able to lift an object up to 11-24 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 10 lbs. usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 11-24 lbs., 25-34 lbs., 35-50 lbs. occasionally.
- Must be able to drive auto equipment occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Hands – repetitive motion frequently.
- Hands – fine manipulation frequently.

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

DIRECTOR OF FINANCE

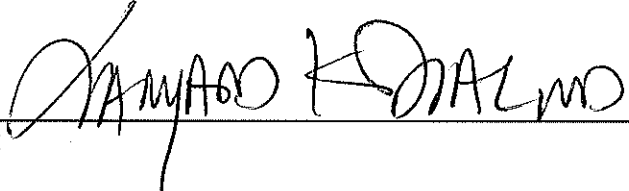
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.

President 

Date 2-14-18

Supervisor

Date

Employee

Date