



|                  |  |
|------------------|--|
| Job Title:       | Director of Finance  |
| Department       | Administrative   |
| FLSA Class       | Non-Exempt   |
| Reports To:      | Executive Director   |
| Hours            | Mon – Fri 8:30am-4:30pm  |
| Travel           | 10%  |
| Physical Demands | This is a professional office environment. This role is largely sedentary with the ability to lift files, bend and open filing cabinets. Ability to lift up to 50 lbs. |

**Position Summary:**

The Director of Finance is responsible for the Board’s financial operations, including creation of its strategic financial direction, budget development, and completion of annual audits required to satisfy the filing requirements prescribed by the State of Ohio. The Director of Finance will oversee all financial compliance, recognition for government contracts and private grants as well as act as liaison with the Board’s independent auditors.

**Essential Functions and Responsibilities**

**Financial Management**

1. Develop and maintain timely and accurate financial statements and reports that are appropriate and in accordance with all funding sources (Federal, State, Local authorities).
2. Prepare required submissions of annual financials including Federal Schedules, State of Ohio, and OMHAS Distribution reports. Analyze, prepare and present monthly and annual financial statements and reports in an accurate and timely manner as required.
3. Coordinate and lead the annual audit process, liaise with external auditors; assess and recommend any changes necessary.
4. Provide assistance to provider agencies on fiscal needs as they arise.
5. Develop and manage the annual budgeting process in conjunction with the Executive Director (ED); administer and review all financial plans and budgets; monitor progress and changes; and keep the ED abreast of the organization’s financial status.
6. Manage organizational cash flow and forecasting and provide recommendations to the ED.
7. Ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
8. Track grants, assure compliance with Federal Grants relative to forecasting.
9. Update and implement all necessary SOP procedures to improve the financial operations of the Board.
10. At the request of the Executive Director, represent the Board or its staff at county, state, and or federal hearings or meetings relative to financial policies and programs.
11. Participate as required for OMHAS SARS review.
12. Maintain active participation in the Finance Committee of Board Associations and attend quarterly meetings.
13. Perform cost benefit analysis for new programming as required for the Board.
14. Complete the required financial section of the Community Plan for OMHAS.
15. Perform any and all duties as requested or assigned by the Executive Director.



### **Human Resources Administration**

1. Support the Human Resource function by administering payroll, and benefit enrollments for all stages of the employee life cycle.
2. Ensure accurate payroll reporting for the Auditors office, ensure accurate maintenance of employee records.
3. Process and submit statutory and benefits remittances.

### **Software and Technology**

1. Oversee financial system and software upgrades.
2. Keeps up to date on information and technology affecting functional areas to increase compliance and effectiveness.

### **Competencies**

- Financial Management
- Analytical Thinking
- Technical Capacity
- Effective writing skills
- Strong verbal communication skills
- Ability to work within a team environment
- Professional and ethical demeanor

### **Minimum Requirements**

- Age 18
- Bachelor's Degree in Accounting, or Finance (MBA Preferred)
- 5 or more years managing an accounting function in the public or not for profit sector
- 5 or more years working with automated accounting systems.
- Significant knowledge of Behavioral Health Funding
- Intermediate Microsoft Office Suite skills with advanced Excel skills
- Must be Bondable
- Valid Driver's License and appropriate automobile insurance

**Note:** At the Executive Director's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate to the satisfaction of the Board, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

### **Other Duties:**

Please note that this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice.

Paint Valley ADAMH Board (PVADAMH) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. PVADAMH prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, ancestry, military status, age, disability, political affiliation, sexual orientation, or genetic information. PVADAMH conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, PVADAMH will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.