



Posting Date: August 10, 2018

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**Director of Finance, Budgeting and Auditing**

**Fulltime**

**Harwichport**

**SUMMARY**

Reporting to the Chief Financial Officer (CFO), the Director of Accounting, Budgeting and Auditing will work with the CFO to provide leadership and ensure the necessary performance and controls for the financial success and security of the corporation in both strategic and operational decision-making. S/he will review, design, implement, and maintain an effective and sufficient financial services department; oversee an effective grants management, and accounts payable/cash management and projection function, oversee the production of monthly financial statements, an annual budget, an annual audit, financing and other management information reports that are useful, complete, accurate and timely; assure compliance with applicable regulations; coordinate external financial relationships; assure adequate internal controls, and provide high levels of customer satisfaction.

The Director of Accounting, Budgeting and Auditing will be a member of the management team, serve on appropriate committees.

**ESSENTIAL JOB FUNCTIONS\***

- Plans, organizes, coordinates, and controls financial policies with respect to receipt of revenue, expenditure of funds, and protection of the organization's assets.
- Works with CFO to establish an integrated financial plan of operation (short- and long-term) compatible with OCHS's strategic and operating plans.
- Directs and supervises staff who coordinate and control financial activities within the Accounting department and throughout OCHS.
- Reviews, interprets, analyzes, and communicates financial reports and data to management and the Board of Directors, with the use of financial ratios and other data for key indicators of OCHS's financial position.
- Oversees the following functions:
  - Budget Responsibility
    - Ensures that annual operating and capital budget preparations are timely, accurate and complete, including annual HRSA 330 budget preparation and application.
    - Monitors expenses and resolves budget discrepancies.
    - Ensures adequate cash reserves to meet the organization's objectives for liquidity and capital expenditures; ensures timely, accurate systems to monitor cash levels, including checking account, money market, and temporarily restricted accounts.
    - Develops and presents an operating budget to Board for approval prior to start of a new fiscal year; completes accurate financial statements within fifteen business days of close of month, keeps grant schedules relative to grant budgets updated monthly; keeps temporarily restricted funds schedules updated monthly.

- Develops the budgeting process through education of all department managers on financial issues affecting their budgets.

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#### Financial Records

- Ensures that the financial records of the organization are maintained accurately in a timely manner, and in a format that highlights key indicators of the efficiency and effectiveness of the organization's activities within regulatory requirements.
- Ensures that accounts are analyzed throughout the fiscal year to accurately support interim financial statements, reduce last minute audit preparations, and keep audit fees to a minimum. Prepare year-end audit schedules and account reconciliations. Ensures support for and assists with timely preparation and completion of the year-end audit.
- Ensures that the organization's internal control systems are adequate and appropriate to ensure the integrity of financial information and the security of the organization's assets.
- Ensures that OCHS meets all federal, state and local financial regulations.
- Prepares regulatory reports, i.e. UDS, UFR, cost reports, tax returns, and informational reports in timely, complete and accurate manner.

#### Grants

- Works with program staff to develop and manage grant budgets meeting requirements.
- Ensures grant funds are expended appropriately relative to grants received.
- Ensures program managers have information available in a timely manner in order to make good decisions relative to program activities.
- Ensures budget amendments are made as needed; ensures grant funds are expended completely with no budget overruns.

#### Payroll

- Ensures adequate cash management, cash projections and operating cash requirements
- Ensures that authorized employees receive their compensation on schedule and at the approved rate; and that payroll schedules are reviewed for each pay period prior to check distribution.
- Ensures that benefits are accurately tracked and distributed according to policy.
- Verifies the accuracy and timely distribution and submission of all year-end payroll reports, including employee W-2s and 1099s.
- Responsible for coordination of quarterly and year-end state and federal tax reporting.

#### Accounts Payable

- Ensures that disbursements are properly authorized and documented in an accurate and timely fashion.
- Ensures that invoices are reviewed after coding and before voucher entry into MIP to make sure they are properly coded in the correct time period.
- Reviews all checks that are written to ensure that they are properly supported by adequate documentation prior to signature.

#### Staffing – Supervisory authority and responsibility

- Supervises the Accounting Department including the Controller and Payroll and Accounts Payable Manager. Ensures that staffing in the finance department is appropriate and adequate to meet evolving organizational needs; that staff receive training to maintain and enhance their skills; that performance evaluations are fair, timely and effectively communicated.

## **OTHER DUTIES AND RESPONSIBILITIES**

Other related duties as assigned.

## **BASIC KNOWLEDGE/SKILLS**

- Position requires at least five - ten years of related financial management with supervisory experience required. Working with federally qualified health centers in a non-profit environment preferred.
- Excellent verbal and written communication skills and strong interpersonal skills.
- Strong computer skills in Microsoft Office.
- Strong interpersonal skills and the ability to work positively with clients, staff and other agencies is essential.

## **EDUCATION/EXPERIENCE**

- Position requires minimum of Bachelors or related accounting and finance experience. CPA preferred.
- Preferred experience in health care services non-profit/social service organizations.

## **SUPERVISORY RESPONSIBILITY**

- Provides supervision directly to the Controller and Payroll and Accounts Payable Manager.

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Normal business office environment

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**WE RECOGNIZE THAT THE DIVERSITY, TALENT, INNOVATION AND COMMITMENT OF ALL OF OUR EMPLOYEES CONTRIBUTE TO OUR STRENGTH AND ARE MAJOR COMPONENTS OF OUR SUCCESS.**