



Name		Issue Date	
Job Title	Director of Finance	Review Date	
Reports to	Executive Director	Department	Administrative
Supervises	N/A	FLSA status	Non-Exempt

### **Job purpose**

The Director of Finance is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Director of Finance also oversees general accounting, accounts receivable/collection, payroll, grants management and risk management. Responsible for understanding and participating in the administrative, operational and fiscal compliance related to the HRSA FQHC grant as well as other grant funding.

### **Position Qualifications:**

- **Education:** Bachelor's degree from an accredited university in business, finance or related field or equivalent work experience.
- **Experience:** Three years of experience managing an accounting function.
- **Specialized skills:** Generally Accepted Accounting Principles (GAAP) knowledge and experience. Knowledge of HRSA FQHC compliance regulations related to administration, operations and finance preferred.

### **Duties and responsibilities**

- Guides financial decisions by establishing, monitoring and enforcing policies and procedures that also meet HRSA FQHC compliance requirements.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Provides status of financial conditions of the company by collecting, interpreting and reporting key financial data.
- Ensures compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
- Works with the Director of Clinical Operations on processing orders.
- Must attend all monthly Board and Finance Committee meetings.
- Provides monthly financial reports to the Executive Director and Finance Committee Chair prior to the scheduled monthly Finance Committee meeting.
- Arranges for audits as required and appropriate.
- Works with the Executive Director, the Medical Director, Director of Clinical Operations and the Director of Risk and Security to manage the budget and control expenses effectively.
- Maintains the strictest confidentiality of all financial information for GHC and ensures adherence to this. Immediately notifies the HIPAA Security Officer if there has been a breach.

- Is responsible for all financial compliance related to grants, all financial grant reporting, and the preparation of required financial documents on future grant applications.
- Coordinates with the Director of Risk and Security on obtaining and maintaining HR paperwork and onboarding on all employees.
- Is responsible for oversight of clinic billing and coding operations including claims processing.
- Approves and oversees patient payment plans.
- Oversees the Sliding Fee Discount Program.
- Ensures timely completion of annual Medicare Cost Report and other required reporting.
- Serves as the financial representative on any audits, grant reviews, site visits or other activities that relate to the fiduciary responsibility of the Clinic.

**Competencies:**

- Financial management
- Strategic thinking
- Business acumen
- Ethical conduct
- Technical capacity
- Performance management

**Working Conditions**

- Noise level moderate
- Possible exposure to clients with infectious diseases
- Extended periods of time sitting at a computer
- Interacts with patients, staff and visitors including frequent interruptions
- Physical: Sedentary work; sitting most of the time. May have to lift folders, files, papers, audio/video equipment, and other such items weighing up to approximately 25 lbs.