

Job Description Assistant Director of Finance Business Office

Purpose: Responsibilities include the management of the accounting systems, contracts and government reporting. The Assistant Director provides financial analysis and information to aid executive management's decisions making. The Assistant Director will support the agency in sound decision making in relation to the agency's resources. The Assistant Director ensures that all financial reporting functions are completed accurately and in the appropriate time intervals. Supervises/directs the people responsible for day-to-day operation of General Ledger accounting functions.

Qualifications

- BA or BS degree from an accredited college or university in Administrative Management, Business, Accounting or a related field required.
- At least five years of experience in financial management and/or accounting required.
- Management and supervisory experience in a financial environment is preferred.
- Thorough working knowledge of accounting principles is required (GAAP, FASB, etc.)
- Ability to perform intermediate to advanced computer functions (Microsoft Office, required accounting programs/platforms, etc.) and various electronic accounting systems (Great Plains).
- Strong organizational and prioritization skills and ability to meet regular deadlines. Requires exceptional math skills necessary to carry out job responsibilities.
- Superior written and oral communication skills.
- Audit experience desirable.
- Ability to work flexible hours which may include occasional evenings and weekends, especially during year-end and other auditing periods.
- Valid Colorado Drivers' license with acceptable driving record and acceptable criminal background check.

Essential Duties and Responsibilities

Financial: Responsible for general ledger accuracy and integrity. Oversight of revenue, billing, receivables, payroll, benefits, accounts payable and provide backup for all functions.

- Ensures that organization develops and maintains systems of internal controls to safeguard financial assets of the organization and oversees governmental (federal, state, county) awards and programs.
- Maintains standard accounting practices to ensure accurate and reliable data necessary for business operations; stays up to date about financial and accounting rules and regulations.
- Responsible for systems that provide source documentation, bookkeeping data entry, preparation of general journal entries, generating monthly set of books for dispersal, keeping general ledger accounts maintained and reconciled, maintaining payroll and various subsidiary worksheets, chart of accounts and preparing records for annual financial audit.
- Assists with budget process.
- Assist with some grant and special program billings and assist with Medicaid/State billing and monitor their receipt.
- Maintenance of complete filing system for all related accounting records and reports.
- Forecast future financial needs and developing and implementing systems to meet those needs.
- Oversee management and coordination of all fiscal reporting activities for the organization including revenue/expense and balance sheet reports and reports to funding sources.
- Knowledge of 501(C)(3) organization requirements. Responsible for monitoring and maintaining property tax and sales tax exemption.
- Maintain property exempt status for all COI owned properties and prepare annual reports. Assist with preparation of annual 990 tax form.
- Prepare all yearly State data collection reports as requested. (i.e. Deferred Revenue State report, EI & Part C revenue and expenses report).
- Prepare annual State and Medicaid audit reports for annual audit and all necessary management documentation in association with annual audit.
- Oversees the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and that preparation of the annual financial statements is in accordance with federal, state and other required supplementary schedules and information.
- Prepare annual Workman Comp renewal and quarterly and annual reports necessary for annual Pinnacol audit.

- Maintain depreciation reports and monthly depreciation expense reports and journal entries.
- Assist with all government and fundraising applications as necessary.
- Assure that all billings are submitted to appropriate funding sources. Review and reconcile all billings to assure all revenues have been collected.
- Ability to exercise judgment regarding documentation compliance with state/federal regulations, accounting functions and agency policies and procedures.
- Oversees vendor contracts to ensure appropriate proposal development, negotiation and compliance with existing rules and regulations and audit standards.
- Ability to strategically develop, adapt and maintain systems to streamline processes.
- Oversight of systems that deal with client cash (transfer funds and personal needs).
- Documents and monitors internal control policies and procedures; updates as needed.
- Makes clear, consistent, transparent decisions; distinguishes relevant from irrelevant information; can see connections within complex issues.
- Knowledge of and conforming to policies and procedures set by Community Options, Inc. policies, rules and regulations of the Division of Developmental Disabilities, Health Care Policy and Finance (HCPF) and other governing bodies. Monitors and assures financial files are maintained according to all internal and external regulatory standards.
- Keeps Director of Finance abreast of employee issues; ensures accurate and timely completion of related documentation.
- Monitor income and expense to actual in regard to the budget and discuss findings with the Executive Director, Board of Directors and Program Directors.
- Complete all bank statement reconciliations and balance to the general ledger.

Communication & Teamwork: Makes sure communication and interactions occur in an appropriate, effective and respectful manner with all staff, clients and their families, internal and external vendors and representatives of other agencies.

- Works closely with the Director of Finance in communication, coordination and planning.
- Assists programs providing support and services with necessary systems and processes to monitor, document and maintain compliance with funding sources. Serves as a liaison to other agency departments and outside entities in a positive manner.
- Ability to work cooperatively and collaboratively with a diverse group of individuals within and outside the agency.
- Recognizes and responds to the needs of clients by working with funding organizations, the Board of Directors, local community organizations, agencies, advocates and employees.

Training & Staff Development: Provides training, education and advice to all levels of staff that raise awareness, knowledge and practice of sound of financial management practices throughout organization.

- Must complete mandatory organization orientation requirement.
- Maintains a level of professional competency through internal/external education and training as needed.
- Makes recommendations regarding training needed for self and others.
- Commitment to life-long learning and willingness to gain new knowledge and skills

Supervision: While operating within a healthy team environment the Assistant Director will:

- Ability to satisfactorily inspire, organize, control and guide the work of others.
- Monitor productivity and prioritizes work activities of direct reports to make sure they are balanced and individual requirements are met; provides technical assistance as needed.
- Evaluates performance of direct reports through ongoing supervision and regular performance evaluations.
- Maintains and models appropriate boundaries and effective interpersonal relationships with all direct reports.
- Supervises all aspects of billing, accounts payable, accounts receivable, payroll and items impacting general ledger. Provides back up for all abovementioned functions.
- Encourages employee commitment to accomplish the work, mission and vision of the organization

Working Skills: Possesses a heightened level of ownership to do whatever is needed for the success of the organization. Exhibits creativity, caring and interest in the organization and its clients.

- Demonstrates dedication to job: regular, reliable attendance, punctuality, attends required meetings, promotes a client first work environment by responding positively and resolving employee and departmental requests.
- Exhibits decisiveness, analytical thinking, dependability, sound judgment and effective decisions based on a mixture of analysis, wisdom, experience and judgment.
- Self-starter who is energetic and action oriented, reacts quickly and correctly in critical situations and possess the ability to recognize problems and bring solutions forward.
- Trustworthy, with the ability to present the unvarnished truth in an appropriate and helpful manner. Keeps confidences and does not misrepresent anything for any reason.
- Deal with stress and stressful situations in an effective, productive manner.
- Perform duties and conduct interactions with agency staff, families served, outside agency staff and the public in a manner consistent with Community Options' value statements.
- Work with minimal supervision and recognize situations where assistance is needed.
- Promotes and maintains appropriate professional and ethical relationships in accordance with policies, rules and regulations.

Other:

- Completes special projects as requested by management and/or state/federal funding sources.
- Attends and participates in departmental meetings effectively and appropriately.
- All other duties as assigned by the Director of Finance.

Physical Demands/Environmental Conditions: The Assistant Director is likely to spend numerous hours at a computer terminal. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. This person must guard against repetitive motion injury because they may make substantial movements (motions) of the wrists, hands and /or fingers.
2. This person must exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly.
3. Administrative work involves sitting most of the time, however, Assistant Directors are occasionally required to walk or stand.
4. This person occasionally is required to sit, stoop, kneel or crouch.
5. This person must be able to reach forward, backward and upward with hands and arms as well as use fingers for grasping, picking, pinching or typing.
6. Specific vision abilities required by this job include close visual acuity to prepare and/or analyze data, view computer terminals, view written documents and engage in extensive reading.

Supervision:

The Assistant Director of Finance reports directly to the Director of Finance. The Assistant Director is responsible for supervision of the Business Assistants within the Finance Department.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation. Please notify your supervisor if you are requesting reasonable accommodation.

Print Name

Sign Name

Date