

Central Counties Center for MHIDD Services

POSITION DESCRIPTION

Job Title:	Director 3	Department:	Business Office
Working Title:	CFO	Work Hours:	M-F, 8-5, May Vary
Position #:	7	Reports To:	Exec. Director
State Code:	1622	FLSA Status:	Exempt
Work Location:	Temple	Salary Group:	43

GENERAL DESCRIPTION

Works under the general supervision of the Center's Executive Director. Performs highly advanced administrative duties to plan, develop, and direct operations of the Center's Business Office. Systematically reviews the State and Federal financial administration rules and regulations and revises the Center's business practices based on these reviews. Ensures Business Office practices comply with generally accepted accounting principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Budget preparation and analysis

- Performs detailed reporting of expenditures and encumbrances made by the various operating units, and may direct the maintenance of the operating budget through centralized purchasing and disbursement.
- Oversees the development and evaluation of performance and workload measures for budget purposes and prepares reports on performance measures.
- Coordinates budgeting procedures, preparation, and reporting.
- Examines operating budgets to determine whether funds have been appropriately allocated.
- Reviews financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made.
- Provides Center leadership with expenditure data, trends, and recommendations.
- Assists in the analysis of expenditure patterns and cost drivers, and in making recommendations on the use of funds.
- Works closely with all Program Directors to ensure budget is relevant and based on historical trends.
- Assist with the preparation of operating budgets and reviews expenditures to ensure that budget limits are not exceeded.
- Performs the allocation of state and federal funds to agency operating programs, and develops suitable plans for validating and matching the various federal funds used in financing agency operations.
- Provides advice and assistance on budget/financial planning and management, ways to better utilize funds, improvement in management accountability, and efficient means to reach program objectives.
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

Accounting practices and strategic leadership

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Coordinates Center reports and schedules to assist with completion of the Center's annual audit.
- Participate in the development of the Center's plans and programs as a strategic partner.
- Evaluate and advise on the impact of long-range planning, introduction of new programs and strategies and regulatory action. (i.e. Certified Community Behavioral Health Center)
- Provide financial information to others, including the Board of Trustees, within the financial discipline.
- Provide strategic financial input and leadership on decision-making issues affecting the organization.
- Responsible for the personnel management of assigned staff.
- Oversees activities to invoice, receive, disburse, deposit and account for Center funds and is responsible for the protection and custody of funds and related financial documents.
- Serves as the Center's Investment Officer and confers with investment bankers, financial advisors and other CFOs in leveraging the best return on Center funds.

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- Prepares presentations and makes regular reports to the Board of Trustees on Business Center Operations.
- Oversees operations of Center facility infrastructure to include facility contracts or lease agreements, utility agreements, phones, etc....
- Monitors financial impact and financial viability of 1115 Medicaid waiver projects and participates in ongoing planning sessions regarding same.
- Maximize Business Office automation for enhanced operating efficiency and reporting capability.
- Regular attendance, dependability, and promptness are required for the 8-5 workday or agreed upon hours 100% of the time, to ensure consistency and completeness of program's processes.
- Professional Development - Successfully complete training required to maintain skill competency and cross training to ensure consistency across program procedures. Complete continuing education as required by professional standards and the Center.

GENERAL QUALIFICATIONS

- **Preferred Education and Experience**
 - Masters Degree in Business Administration, finance or accounting from an accredited college or university preferred.
 - CPA preferred.
 - Prior experience with a Community MH-ID Center preferred.
 - Prior experience with nonprofit governmental or other nonprofit healthcare system preferred.
- **Required Education and Experience**
 - Bachelors Degree in business administration, finance or accounting from an accredited college or university.
 - Minimum of six years of public administration/accounting experience.
 - Minimum of three years of supervisory experience.
 - Proficient knowledge/experience in Microsoft Office to include Excel spreadsheets and experience in maintaining databases.
- **Knowledge/Skills/Abilities**
 - Knowledge of fiscal planning management practices to include developing, implementing, and monitoring budgets; knowledge of public investment laws and practices; knowledge of sound public accounting principles; knowledge of legislative budget processes; and knowledge of auditing and investigative methods, practices, and procedures.
 - Ability to organize and analyze technical data.
 - Ability to establish and monitor financial objectives consistent with the strategic plan of the Center.
 - Ability to facilitate and problem solve issues with all customers related to funding, budget, program service goals and their tie-in to budget implications.
 - Ability to make appropriate job decisions following standard office policies and past precedents and to think through the consequences of a decision prior to making it.
 - Ability to establish and maintain cooperative working relationships with Center staff and the public.
 - Ability to work independently and identify potentially more effective methods of work operation.
 - Ability to adapt to frequent changes in workload and to adjust priorities quickly as circumstances dictate.
 - Ability to proficiently utilize computer software applications used for the planning, management, analysis and reporting of the Center's financial operations.
 - Ability to communicate effectively verbally and in writing to all levels of stakeholders.

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- Ability to stand, sit and walk for extended periods; to travel inside and outside of the Center's local service area as business needs.
- Position requires a valid driver's license and insurable driving record.
- **Competencies**
 - Financial Management
 - Business Acumen
 - Communication Proficiency
 - Ethical Conduct
 - Leadership
 - Performance Management
 - Personal Effectiveness/Credibility
 - Problem Solving/Analysis
 - Strategic Thinking
 - Technical Capacity
- **Relationship Skills**
 - Ability to communicate effectively, both verbally and in writing.
 - Work behavior must be compatible with Center value statement and Policies and Procedures Manual contributing to an environment of problem solving, building trust, conflict resolution, and customer service.
 - Ability to problem solve in a collaborative manner with key staff and stakeholders to achieve a positive outcome in consumer services, work flow patterns, staff roles and responsibilities and analysis of relevant data.
 - Ability to strongly lead conflict resolution efforts among stakeholders.
 - Ability to work effectively with other community resources, agencies and political entities.
 - Ability to perform tasks effectively and efficiently.
 - Ability to present a professional appearance and conduct when representing the Center.
- **Additional Requirements**
 - Must have and maintain a valid drivers' license with an acceptable driving record.
 - Regular attendance and reliability is critical to business operations

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this position description and the duties identified herein. I understand that duties, responsibilities and activities may change at any time with or without notice. I understand that the duties identified above are not all inclusive. I understand where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

The following statements are asked to ensure compliance with the Americans with Disabilities Act (ADA). Please check one of the following boxes:

- ☐ I can perform the essential functions of the job without reasonable accommodation.
- ☐ I can perform the essential functions of the job with reasonable accommodation.

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POSITION DESCRIPTION

Employee Name

Date

Employee Signature

Date

Center Director

Date

Human Resources Signature

Date