

# Columbia County Community Healthcare Consortium, Inc.

## Job Description

<b>Position Title:</b>	Director of Finance
<b>Job Class:</b>	Director
<b>Program:</b>	Administration
<b>Reporting Location:</b>	325 Columbia Street, Suite 200, Hudson, NY 12534
<b>Reports to:</b>	Executive Director
<b>FLSA Job Classification:</b>	Exempt

### Position Summary:

The Director of Finance is responsible for overseeing all fiscal and accounting functions for the organization. This includes overseeing General Accounting, including Accounts Payable, Accounts Receivable, and Accounts Reconciliation; Payroll; Budget Preparation and Management; Audit and Tax Preparation; Medicaid Billing and Testing; and, Reporting. The Director of Finance works closely with the Director of Business Operations, who prepares payroll, and supports other fiscal functions.

### Primary Functions:

#### 1. General Accounting

- Handle all aspects of cash flow management, including monitoring the balances of bank and investment accounts, performing cash transfers between accounts, managing petty cash, and reconciling accounts
- Handle all aspects of Accounts Payable, including issuing the annual IRS forms 1099-Misc, 1099-NEC, and 1096, and requesting vendor's W-9 forms
- Handle all aspects of Accounts Receivable, including preparing and submitting Claims for Payment (vouchers) and expenditure reports, with supporting documentation, as required by the funding source of cost-reimbursement contracts; monitoring grant advances; and, monitoring and reporting on the age of Accounts Receivables
- Maintain computerized financial recordkeeping system and continually utilize upgraded Quickbooks features for system efficiencies
- In all respects, function in accordance with the agency's approved fiscal policies and propose new or revised fiscal policies as needed

#### 2. Payroll

- Oversee all aspects of biweekly payroll, including preparing P/R tax quarterly reports, issuing annual IRS W-2 & W-3 forms, distributing the annual employee compensation statements, preparing Excel timesheet files for employees, and paying Standard Security quarterly DBL & PFL.

### **3. Budget preparation and management**

- In coordination with the Executive Director, prepare and present the annual operating budget
- In coordination with the Executive Director and program management staff, prepare program budgets for grant applications to public and private funders
- Regularly calculate and analyze revenue receipts and expenditures to ensure compliance with contracts and local, state and federal regulations, and prudent spending within budget limitations
- Prepare expenditure reports for the Executive Director and program management staff as requested
- In coordination with the Executive Director and program management staff, prepare program budget modification requests, as needed, to public and private funders
- Ensure compliance with NYS' Minority and Women –Owned Business Enterprise (MWBE) Program by preparing spending proposals and/or waivers with supporting documentation, monitoring expenditures, and periodic reporting

### **4. Audit and tax return preparation**

- Serve as the agency's primary point of contact for the external financial auditors, responding to inquiries, supplying requested documentation, facilitating access to banking institutions, requesting information about accounting practices, regulations, etc.
- Prepare for the agency's annual financial audit by, among other things, preparing a trial balance, making adjustments, etc.

### **5. Medicaid billing and other support to CARTS**

- Oversee the submission of claims for reimbursement for Medicaid service delivery
- Conduct periodic testing to ensure billing procedures are accurate and compliant
- Stay current with all NYSDOH-Medicaid transportation policies especially as they relate to claims
- Provide in-service training to staff on proper procedures
- Support requests for data and analysis by CARTS staff

### **6. Reporting**

- On a bimonthly basis, prepare financial reports (e.g. Statement of Activities, Statement of Financial Position, Aging Report, etc.) for the Budget and Finance Committee and attend and report at its meeting
- On a bimonthly basis, prepare the Fiscal Highlights Report for the Board of Directors, and attend and report at its meeting when requested
- Beyond the regular and routine reports, keep the Executive Director, Board of Directors, and its Budget and Finance Committee apprised of the organization's financial status

## **Expectations of All Staff:**

- Adhere to the mission and values of the organization
- Adhere to the policies and procedures of the organization
- Treat all clients with dignity and respect
- Maintain the confidentiality of clients and staff
- Maintain the safety of the workplace
- Follow directives
- Make prudent use of resources
- Display a cooperative attitude as a member of both a program team and the agency overall
- Be punctual and dependable
- Be flexible and accommodating

# MINIMUM POSITION REQUIREMENTS AND WORKING CONDITIONS

## REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

Required Education: Bachelor's Degree in Accounting.

Required Experience: Not-for-profit accounting; payroll; financial close and audit preparation.

Required Skills: Must be proficient in the use of Microsoft Excel, Quickbooks accounting software (desktop and/or online), and Quickbooks payroll software; excellent communication skills; knowledge of Generally Accepted Accounting Practices (GAAP).

## OTHER REQUIREMENTS:

Check off all qualifications that are *required* for this position.

\* Those qualifications that are *preferred* may also be indicated putting an asterisk next to them.

## PHYSICAL REQUIREMENTS

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(See definitions below\*\*)

- Sedentary work--Prolonged periods of sitting and exerts up to 10 lbs force occasionally.
- Light work--Exerts up to 20 lbs force occasionally, and /or up to 10 lbs frequently.
- Medium work--Exerts up to 50 lbs force occasionally, and/or up to 20 lbs frequently, and/or up to 10 lbs constantly.
- Heavy work--Exerts up to 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly.
- Very heavy work--Exerts over 100 lbs force occasionally, and/or over 50 lbs frequently, and/or over 20 lbs constantly.

### The minimum requirements of this position require the individual to:

- Stand for up to \_\_\_ hr(s)/day
- Sit for up to \_\_\_ hr(s)/day
- Walk for up to \_\_\_ hr(s)/day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision: Near (< 20"); Mid (>20" - < 20'); ar (> 20')

### Evaluate the requirements and activity percentage in time for this position based on the following:

1 - Not at all (0%); 2 - Occasionally (1 - 33%); 3 - Frequently (34 - 66%); 4 - Continuously (67 - 100%)

- |                          |                                  |
|--------------------------|----------------------------------|
| _____ Climbing           | _____ Reaching above head        |
| _____ Bending            | _____ Reaching above shoulder    |
| _____ Crouching          | _____ Twisting at waist          |
| _____ Squatting          | _____ Push/pull (up to ___ lbs)  |
| _____ Crawling           | _____ Lift/carry (up to ___ lbs) |
| _____ Kneeling           | _____ Lift from floor level up   |
| _____ Balancing          | _____ Lift from waist level up   |
| _____ Pulling with force | _____ Lift above shoulders/head  |

## OTHER REQUIREMENTS

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- |  |   |
|--|---|
| <input type="checkbox"/> Ability to work flexible work hours<br>(some evenings and weekends) | <input type="checkbox"/> Handles multiple priorities                            |
| <input type="checkbox"/> Manages stress appropriately  | <input type="checkbox"/> Manages conflict resolution                            |
| <input type="checkbox"/> Makes good decisions under pressure                                 | <input type="checkbox"/> Able to work alone/independently                       |
| <input type="checkbox"/> Manages anger/fear/hostility/<br>violence of others appropriately   | <input type="checkbox"/> Able to work in areas that are confined and/or crowded |
|  | <input type="checkbox"/> Valid NYS Driver's License                             |
|  | <input checked="" type="checkbox"/> No history of Medicaid Fraud                |

## WORKING CONDITIONS

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- |   |  |
|---|--|
| <input type="checkbox"/> Exposure to toxic/caustic/chemicals/detergents | <input type="checkbox"/> Exposure to communicable diseases |
| <input type="checkbox"/> Exposure to extreme conditions, hot/cold       | <input type="checkbox"/> Exposure to excessive sunlight    |
| <input type="checkbox"/> Exposure to dust/fumes/gases                   | <input type="checkbox"/> Primarily indoors                 |
| <input type="checkbox"/> Exposure to moving mechanical parts            |  |
| <input type="checkbox"/> Primarily outdoors                             | <input type="checkbox"/> Operating heavy equipment         |
| Combination of indoors and outdoors (50:50)                             | <input type="checkbox"/> OTHER:                            |
| <input type="checkbox"/> CRT (computer) monitor                         |  |

This position description was created on May 17, 2024 and was reviewed and approved as follows:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**EMPLOYEE RECEIPT/ACKNOWLEDGEMENT**

By signing below, I acknowledge that the description for this position is not designed to cover or contain a comprehensive listing of tasks, activities, duties or responsibilities. Additionally I acknowledge that management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies, and changes in personnel, workload or technical development).

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, have received and reviewed the description for the position of Director of Finance. I understand the responsibilities of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date