

# Finance Director

Appleseed Community Mental Health Center, Inc.

Job Location: Ashland, OH

Full Time

## **JOB SUMMARY:**

The Finance Director is a management position responsible for overseeing the finance team and all key financial functions including month-end financial reporting and variance analysis, budget preparation, administration of internal controls and oversight of the annual audit process. The selected candidate will have a thorough understanding of GAAP accounting, experience in a healthcare environment and demonstrated communication skills. Must be a self-starter, have critical thinking and problem-solving abilities and strong fiscal management experience.

## **MINIMUM REQUIREMENTS:**

- 5 to 7 years experience in accounting preferred
- 2 to 4 years of supervisory experience preferred
- A comparable amount of education/experience may be substituted for noted requirements
- Proficient in the use of a personal computer and software programs including, Excel, and general ledger systems
- Experience with federal grants management and reporting
- Versed in Uniform Guidance Guidelines
- Experience with Sage Intacct preferred
- Understanding of Single Audit requirements and reporting.
- Must pass a background check and drug screen

## **EDUCATION/LICENSES/CERTIFICATIONS:**

Bachelor's degree in accounting or finance required, CPA preferred

## **ADDITIONAL INFORMATION:**

- Manages all accounting operations including Billing, General Accounting, Accounts Receivable/Payable, Payroll and Revenue Recognition
- Generates daily and weekly reports of accounts (AP/AR, payroll, banking and other financials)
- Manages invoice and cash receipts, credits and cash outs; reviews journal entries and identifies potential collection issues for AP/AR and payroll accounts
- Reconciles weekly, daily or monthly AP/AR, benefits, banking and payroll accounts and interfaces with vendors, as needed
- Conducts payroll entry and cost allocation to GL accounts, and EFT payroll transfers
- Reviews reconciled payroll and interfaces with payroll vendor, as needed
- Manages and conducts distribution of 401K and Health Savings Accounts
- Conducts routine audits, AP/AR benefits and banking accounts for accuracy and makes necessary corrections. Resolves IRS, FTB inquiries, reports and audits
- Manages banking account transactions, including cash flow, deposits, transfers, and check clearance
- Works effectively with vendors on all accounts
- Manages month-end and year-end close fiscal processes
- Compares audits reports to identify issues or inaccuracies, as well as to identify varying trends
- Participates in personnel selection and supervises financial staff
- Attends professional trainings, as directed and appropriate for the position.
- Facilitates all asset purchases, depreciation, and adjustments
- Manages and complies with local, state and federal government reporting requirements and tax filings
- Develops and documents business processes and accounting policies to maintain and strengthen internal controls
- Coordinates and facilitates special projects for the Director

- Oversee payroll and accounts payable, account for all grants, assist in grant applications and reports as needed, prepare feasibility analysis, and provide data analysis and ad hoc reporting
- Communicates with and educate the Board and provide clinical leaders with insights of results by service line.
- Serves as the financial liaison to the county mental health board, insurance payers, OH Department of Medicaid, and OH Department of Mental Health & Addiction Services

**FOR MORE INFORMATION/TO APPLY:**

<https://www.appleseedmentalhealth.com/job-opportunities/administration-and-support/finance-director>