

**JOB DESCRIPTION
FOR
FINANCE DIRECTOR**

REPORTS TO: Vice President of Finance

SUPERVISES: Accounts Payable Specialist and Accounts Receivable Specialist

GENERAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is not an exhaustive list of all responsibilities, tasks, knowledge, or skills required for the position. Other duties may be assigned.

- **Education Requirement(s):** Must have a Bachelor's Degree from an accredited institution.
 - **Education Preferences:** A degree in accounting or finance is preferred.
- **Experience Requirement(s):** Must have at least 5 years of relevant experience in a like position.
 - **Experience Preferences:** Experience in payroll processes is preferred.
- **Supervisory Experience Requirement(s):** At least 3 years of supervisory experience is required.
 - **Supervisory Experience Preferences:** Supervisory experience in accounting/finance departments is preferred.
- **Certification Requirement(s):** N/A
 - **Certification Preferences:** N/A
- **Driver's License Requirement(s):** A valid Kansas driver's license is required.
- **Insurance Requirement(s):** Must be eligible for company insurance coverage.
- **Reading & Writing Ability Requirement(s):** Must possess the ability to read and comprehend documents and to write clear and concise reports and correspondence.
- **Math Ability Requirement(s):** Must demonstrate mathematics skills germane to the performance of the job.
- **Other Skill/Ability Requirement(s):** Must have the ability to plan, organize, and carry out instructions. Must have the ability to read and interpret data to answer questions, complaints, and solve practical problems. Knowledge of Medicaid billing processes is preferred.

- **Computer Skills Requirement(s):** Must be proficient in basic computer skills and have extensive knowledge of word processing and spreadsheet software, such as Microsoft Word and Excel. Knowledge of computer software for an accounting system is required. Knowledge of computer software for payroll system is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Be a positive role model for others, treat others with courtesy and respect, and demonstrate professionalism at all times.
- Possess the ability to work independently and with minimal supervision.
- Accomplish both personal and organizational goals by considering varying viewpoints and suggestions, and demonstrating the desire to explore opportunities that positively contribute to the quality of SLI services and business functions.
- Demonstrate the ability to coach and motivate clients and coworkers to achieve to the best of their ability.
- Demonstrate initiative and do not allow barriers to stand in the way of goal achievement.
- Identify potential issues, apply sound judgment, and make clear recommendations for solutions to problems.
- Handle stressful situations and changes with an even temperament and flexibility.
- Ensure adherence to licensing requirements, CARF standards, and all local, state, and federal laws.
- Recruit, interview, hire, evaluate, and when necessary, terminate personnel directly supervised.

CUSTOMER SERVICES:

- Understand and support the organization's mission, philosophy, and code of ethics.
- Demonstrate support for each person's needs, choices, and participation in the community.
- Respond in a timely, professional, and positive manner to all clients, families and guardians, coworkers, stakeholders, and oversight entities.
- Interact with persons served professionally and respectfully at all times and respond to their needs in a dignified and timely manner.

- Respond to questions or issues regarding payroll and other accounting matters in a timely, courteous and professional manner.

COMMUNICATION:

- Report necessary information to supervisor(s) in a timely manner. Use all forms of communication, such as written, e-mail, incident reports and personal contact.
- Understand instruction from supervisor(s) and carry out instruction with minimal supervision. Contact supervisor(s) when clarification is needed.
- Communicate with all departments, as needed, to ensure the needs of the clients, the staff, and the organization are being met.
- Provide clear, concise, and detailed communication, both verbally and in written reports, documentation, and correspondence.
- Hold regular staff meetings for the finance department to ensure continuous and accurate flow of information.
- Oversee that Service Agreements and Client Rights are sent, reviewed, signed, and returned by client or guardian annually and releases of information bi-annually.

TEAMWORK AND COOPERATION:

- Display a team-oriented approach through collaborative group effort, in order to achieve a common goal.
- Function as an active team member of SLI to provide a high quality of service and support. Share relevant and necessary information with team members/coworkers.
- Resolve any disputes that may occur objectively, expediently, professionally, and with integrity
- Work in cooperation with others, participating equally in shared responsibilities and tasks.
- Demonstrate flexibility, a willingness to collaborate, and an individual commitment to a common group goal.
- Participate in scheduled team meetings.
- Assist in the development of processes and systems that facilitate the highest level of work efficiency, effectiveness, and productivity.

POLICY AND PROCEDURE:

- Refer to and follow all SLI policies and procedures.
- Report all violations of policies and/or procedures in a timely manner.
- Adhere to the organization's code of ethics, as well as illness, incident, and accident reporting procedures.
- Adhere to confidentiality and privacy practices.

- Provide services in accordance with SLI corporate policy and procedure and within standards for licensing and accreditation.
- Review all financial policies and procedures at least annually and provide input to VP of Finance related to necessary revisions.

PUBLIC RELATIONS:

- Follow SLI's dress code and represent the organization in a professional manner at all times.
- Be a positive role model and represent a solid public image for constituents and the organization by exhibiting appropriate behavior, dress, and hygiene.
- Participate in community and civic organizations as assigned.
- Immediately report all press inquiries to the Vice President of Development or the CEO.

ATTENDANCE:

- Follow assigned work schedule and attend all required trainings and meetings. Notify supervisor(s) of tardiness and absences as soon as possible prior to the shift, training, or meeting.
- Request for time off from set schedule should be submitted to supervisor(s) in a timely manner. Illness or emergency leave will be submitted upon return to work.
- Complete leave requests according to policy and do not abuse leave policy.
- Use work time productively.
- Salaried staff expected to work whatever time necessary to complete job duties; at times, weekends and nights may be required.
- Ensure that staff supervised follow attendance policies.

EFFICIENCY AND ORGANIZATION:

- Complete all paperwork in a timely, detailed, and accurate manner, ensuring adherence to deadlines.
- Ensure, if applicable, that staff supervised complete responsibilities as assigned.
- Prioritize and manage job responsibilities efficiently and effectively.
- Respond in a timely manner.
- Utilize resources as efficiently as possible.
- Maintain detailed documentation and data in an organized manner.
- Maintain financial records and data in an organized and orderly fashion.
- Ensure that all billing, payment of invoices, and completion of payroll processes are timely and accurate.

ADAPTABILITY AND FLEXABILITY:

- Handle stressful situations and change with an even temperament and flexibility.
- Demonstrate a sensitivity to, an understanding of, and a willingness to adapt to a variety of communication, learning, and working styles.
- Respond and adjust to changing ideas, responsibilities, expectations, strategies, and processes.
- Demonstrate strong communication, creative thinking, and problem-solving skills.
- Display an optimistic outlook when attempting to overcome challenges.

JOB SKILLS AND JUDGMENT:

- Apply sound judgment and make clear recommendations for solutions to problems.
- Act to ensure the health and safety of all SLI clients, staff, and visitors.
- Plan strategically and make decisions by utilizing all relevant data.
- Display empathy, demonstrate cultural competency, and recognize and celebrate diversity.
- Practice active listening, elicit information, and be open to suggestions and new ideas.
- Seek out reliable information with which to base decisions.
- Accept and provide constructive criticism in order to improve performance.
- Assist the VP of Finance, however possible, in all phases of the business organization.
- Assist in completing monthly financial statements and reports of the organization.
- Supervise work of accounting staff to make sure that all accounting functions are completed each month on a timely basis.
- Oversee and/or perform all aspects of payroll processing including review of time keeping system. Account for payroll in accounting records and in employee information system.
- Generate all online payments monthly and account for the transactions.
- Assist VP of Finance with preparations for the annual audit.
- Provide reports to program staff regarding overtime, supply and grocery purchases and other reports as needed.
- Exercise discretion and independent judgment.

TRAINING:

- Complete required orientation and training in a timely manner.
- Inform supervisor(s) of additional training goals and needs.
- Provide specialized training and mentoring to ensure continued staff growth and development within assigned department.

FINANCE DIRECTOR	
Physical Demands:	
Required to stand, talk, walk, listen; reach with hands and arms.	
Required to sit, use hands to finger, handle or feel objects, tools or controls.	
Must lift and/or move up to 25 lbs.	
Work Environment: Moderate noise level	
Full Time or Part Time	<i>Full time</i>
Hourly or Exempt Salary	<i>Exempt salary</i>
Wage Band	<i>\$40,000-\$70,000</i>
EEO-1 code	<i>Administrative</i>
NAICS	<i>623210</i>
SIC	<i>8399</i>
SOC/OCC CODE	<i>11-3031</i>
Employee Signature / Date	
Workforce Development Signature / Date	