

**BELL COUNTY PUBLIC HEALTH DISTRICT
POSITION DESCRIPTION
Director of Finance**

Bell County Public Health District (BCPHD) is seeking an experienced accounting professional to serve as the organization's Director of Finance. The position is accountable for the fiscal operations of BCPHD, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization's reported financial results, and ensure that reported results comply with generally accepted accounting principles. Key areas of responsibility are AR/AP, payroll processing, grant and contract administration, expense allocations to appropriate categories, financial reporting, monitoring and compliance, audit preparation, and budgeting, analysis, and controls.

The position is full-time position and reports to the BCPHD Director.

Specific duties:

Accounting Leadership & Financial Operations

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; communicate monthly, quarterly, and annual financial statements; monitor progress and changes.
- Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for the Board of Health and government, corporate, and foundation grants.
- Manage organizational cash flow forecasting. Monitor and manage bank account balances. Monitor bank activity for available cash and ensure positive cash flow in each account including but not limited to notifying BCPHD Director of cash flow needs and transfers between accounts.
- Prepare month-end and year-end system closes including but not limited, preparing and reviewing allocations, reviewing and approving bank and credit card reconciliations.
- Maintain, develop and improve policies, procedures, and controls to ensure accuracy, prevent fraud, and maintain records.
- Facilitate annual grant, budgeting and planning processes; administer and review all financial plans and compare to actual results to identify, explain, and correct variances as appropriate.
- Supervision of finance staff to ensure timeliness and accuracy of financial data and transactions including but not limited to accounts payable, accounts receivable, payroll, compliance, and allocation of expenses.

Allocations

- Review salary and fringe allocations based on the monthly reconciliations.
- Review and monitor direct costs and expenses, allocation of indirect costs to appropriate cost centers monthly.

Grant and contract management

- Assist with preparing budgets for proposals.
- Document and maintain records of reporting dates, requirements, and other grant and contract financial terms and restrictions; work with program staff and management to meet reporting requirements.
- Monitor revenue and expenditures to ensure expenditures are spent within the required parameters and timeframe including timely contract payments to vendors and grantees.
- Review and approve grant vouchers for reimbursement and fee for service invoicing in the form(s) required by funders, including information such as YTD expenditures, reconciliation of advances, etc.
- Ensure timely submittal and receipt of all receivables.

Reporting and monitoring

- Prepare monthly and quarterly financial reports for management and board review, including balance sheet, statement of income and expense by cost center and consolidated, statement of cash flows, and fixed cost to revenue, budget to actual reports and analysis of variances, and analysis of deferred and temporarily restricted revenues.
- Monitor A/R and A/P trends, aging reports, and bank savings and checking balances.
- Report on historical revenue trends compared to current activities.
- Support management and program staff with the program and specific grant-specific financial reporting, analysis, and projections for funder reporting, budget development, and ensuring effective use of all resources.
- Ensure compliance with grant systems reporting.

Audit preparation

- Work with an outside accounting firm to prepare for the audit, including preparing schedules and reports needed by the auditor and providing the auditor with records as requested for testing.
- Work with management and staff to prepare and participate in audits by funders required.
- Prepare agency Schedule of Federal Expenditures and Statement of Functional Expenses for audit.
- Provide auditors with support for single audit requirements.
- Participate in professional development activities to maintain and gain knowledge within current field.
- Serve as part of public health emergency response efforts, as needed.

Other duties as assigned

Compensation: \$90,000 - \$120,000 annual salary depending on experience and qualifications

Starting Date: Immediate.

Preferred qualifications

- Minimum of Bachelors' degree in relevant field, preferably in accounting or finance with five to seven years professional experience including at least three years of financial management experience and supervisory experience.

- Knowledge and experience with accounting, payroll systems, and Excel, non-profit finance and accounting practices, including grants management and financial reporting,
- Experience of substantial responsibility for the quality and content of financial data and reporting.
- Ability to translate financial concepts to – and to effectively collaborate with colleagues who do not necessarily have finance backgrounds
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills to support sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multitasker with the ability to shift from task to project to customer service as needed.
- Personal qualities of integrity, credibility, confidentiality, and customer service are important. BCPHD has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Job requirements:

- The position requires frequent written and verbal communication with internal and external customers. Attention to detail in these communications is a key aspect of the job.
- Must be able to sit at and operate a computer and other office equipment for a majority of the workday.
- Must be able to move about the office to access and use files and supplies.
- Able to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.