JOB DESCRIPTION

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| **JOB TITLE:** | **Associate Director of Finance** | **DEV. DATE:** | **03/14/2024** |
| **DEPARTMENT:** | **Finance and Operations** | **REVISED:** |  |
| **EMPLOYEE Classification:** | **Salaried**  | **SALARY LEVEL:** | **$90K to $140K** |
| **FTE: Full Time** |
| **Reports to: Vice President of Finance and Operations** |
| **Supervises: N/A** |
| **Member of: Finance Team** |

**Description of Position:**

Under the supervision of the Vice President, Finance and Operations, the Associate Director of Finance will assist in implementing, auditing, and maintaining all budgetary and financial systems and tools, forecasts, decision support mechanisms, and billing systems. Employee must be bond-eligible to protect against losses caused by illegal, fraudulent, or criminal activities. Maintains cooperative working relationships with all staff, subcontractors, clients and vendors.

This job description intends to provide a summary of this position's primary duties and responsibilities, and it shall be considered a partial description of all the work required that is inherent in the position.

SFCCC envisions a fully inclusive, equitable, anti-racist organization that supports all levels of its staff and member health centers to have a significant role and responsibility in developing and implementing best practices to advance health equity. We seek applicants who have demonstrated awareness of the intersectional impacts of race, identity, diverse sociocultural and economic backgrounds, biases, and privileges in our staff and community.

**RESPONSIBILITIES ~ Position Specific:**

* Creates and Maintains Master Contracts Tracker
* Creates and Maintains Revenue Recognition Matrix
* Creates and Maintains Month End Close Checklist and Month End Close Calendar
* Creates and Maintains Master Invoicing Tracker
* Responsible for Four Levels/Types of Forecasts and Budgets
	+ Client Facing Budgets, such as the annual federal grant budget submission
	+ Sage Budgets for use in the accounting software system
	+ Internal Management Budgets on an annual basis
	+ Reforecast Modules, which will be updated on a monthly basis
* Creates and Maintains Master Federal Revenue and Cash Tracker
* Responsible for different types of reconciliations, such as general ledger reconciliations, project revenue reconciliations, and lease reconciliations
* Creates and Maintains federally funded equipment tracker, which will include annual simulation of depreciation expense load
* Creates and Maintains In Kind Tracking File, which includes maintaining communication with Division Directors to obtain monthly updates to In Kind Tracking
* Creates and Maintains annual financial audit project plan, and helps support annual audit, and other audits, with schedules, analytics, reconciliations, and other work products
* Coordinates with Associate Director of Contracts to maintain accurate expense and invoice tracking along with relationship management for sub-recipient clinics
* Assists with the preparation of federal grant budget submissions along with federal financial reporting

**RESPONSIBILITIES - Other:**

* Assistance with Accounting Month End close as needed
* Assistance with General Ledger Accounting and Reconciliations as needed
* Assistance with monthly reporting as needed
* Assistance with banking and cash operations as needed
* Other duties as assigned

**MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

**EDUCATION:**

* Bachelor’s degree in accounting, finance or similar field.
* MBA preferred

**Certifications:**

* CPA preferred
* CFA preferred

**SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

### General Skills

* *Critical Thinking*: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
* *Speaking:* Strong communication skills and ability to articulate issues and plans to various audiences. The ability to communicate ideas to technical and non-technical audiences and talk to others to convey information effectively.
* *Active Listening*: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* *Monitoring*: Monitoring/Assessing the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
* *Reading Comprehension:* Understanding written sentences and paragraphs in work-related documents.

### Social Skills

* *Coordination:* Adjusting actions regarding the actions of others.
* *Social Perceptiveness*: Being aware of others' reactions and understanding why they react as they do.
* *Negotiation*: Bringing others together and trying to reconcile differences.
* *Persuasion:* Persuading others to change their minds or behavior.
* *Instructing*: Teaching others how to do something.

### Complex Problem-Solving Skills

* *Complex Problem Solving*: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### System Skills

* *Systems Analysis*: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
* *Systems Evaluation*: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the system’s goals.

### Resource Management Skills

* *Management of Financial Resources*: Determining how the money will be spent to complete the work and accounting for these expenditures.
* *Management of Records*: Monitoring, storage, and review of records for federal compliance, grant award compliance, and audit responsiveness.

### Desktop Computer Skills

* *Databases:* Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
* *Internet:* Using a computer application to create, manipulate, edit, and show virtual slide presentations.
* *Navigation*: Use scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
* *Presentations*: Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail.)
* *Spreadsheets*: Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

**WORKING CONDITIONS:**

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is required to sit; use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

*Note:* The physical and work environment characteristics described here represent those employees encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Employees must be willing and able to travel to and attend professional meetings, conferences, training, and program sites and work flexible hours.