



Flathead Community Health Center, Inc. (FCHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or FCHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

POSITION TITLE: Finance Director
REPORT TO: Executive Director
POSITION CLASSIFICATION: Exempt
STATUS: Full-Time
HOME SITE: Main Clinic

JOB SUMMARY: Processes transactions within the organization's financial operations. Responsible for the recording of daily, weekly, and monthly transactions within the general accounting systems including accounts payable, accounts receivable, and payroll. Provides input to the CEO, CFO and members of the Leadership Team in finance and operations matters. Includes involvement in the implementation of Health Center's policy and procedures and ensures clinic compliance with regulatory agency standards.

ESSENTIAL JOB FUNCTIONS:

1. Works collaboratively with the CFO and other finance team members and strives to ensure the delivery of excellent customer service to all Flathead Community Health Center (FCHC) patients.
2. Provides supervision to other finance team members.
3. Develops and maintains expertise in electronic health record (EHR) and multiple computer software programs relative to CHC financial management. Generates periodic reports from the EHR as required for financial reporting. Serves as a resource for electronic reporting to other finance members.
4. Responsible for accounting operations in the areas of accounts payable, accounts receivable, and payroll to ensure the execution of sound and generally accepted principles of accounting.
5. Participates in the preparation of various financial statements and reports. Provides regular reporting to the CFO for inclusion in the financial statements of the organization. Maintains regular communication with the CFO, providing updates related to financial transaction, flow of fiscal operations, internal controls, audit and grant related matters.
6. Assists in the budgeting process, pricing process, reporting and audit matters for FCHC; contributes data as needed for completion of financial statements and reports, analyze costs of services and make recommendations to the CFO. Reviews financial statements with management personnel.
7. Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.
8. Coordinates efforts to attain maximum third-party reimbursement including capitated arrangements.
9. May serve as a backup to the CFO in the event of extended illness or absence.
10. In collaboration with the CFO, assists with recruitment, supervision, training, and evaluation of staff responsible for duties related to fiscal operations, and general accounting functions.
11. Adheres to all FCHC Policies and Procedures.
12. Participates in performance optimization and risk management activities as required.
13. Cooperates and abides by all elements of FCHC's Compliance Program.
14. Provides exceptional customer service and models the mission of FCHC when interacting with internal and external stakeholders promoting a positive image for the health center.

15. Performs other duties as assigned or required with or without prior notification by supervisor.

JOB QUALIFICATIONS:

Required: Three (3) to five (5) years in accounting
Automated accounting and billings systems

Preferred: Healthcare finance knowledge and experience, including third party reimbursement mechanisms and federal guidelines regarding budget and finance.

- Must perform duties professionally and competently under stressful situations.
- Demonstrates professional decorum/presence and acts as a role model to management and employees.
- Possesses computer skills to include working knowledge of Microsoft Office Suite and ability to learn other software as needed.

SKILLS & ATTITUDES

- Efficient, high capacity self-starter who thrives in a fast-paced work environment;
- Working knowledge of primary care and/or outpatient behavioral health;
- Understanding of community organizing, project management, strategic planning, communication and/or organizational/systems dynamics;
- Outstanding interpersonal skills. Ability to quickly establish trust and rapport with professional and community stakeholders. Comfortable addressing sensitive issues with tact and poise, demonstrated talent for forming and leading partnerships between diverse stakeholders working toward a common goal.
- Outstanding communication skills. Comfortable with public speaking and public presentations, comfortable working with wide range of people and organizations with diverse backgrounds, expectations and experiences.
- Ability to design, implement and evaluate outreach and education programs.
- Knowledge of operation of personal computers with word processing, spreadsheet, collaboration or database applications.
- Ability to adhere to HIPAA principles.
- Ability to obtain and maintain a valid Montana driver's license with a safe driving record.
- Adhere to a high degree of confidentiality and sensitivity towards the families involved;
- Offer suggestions for improvements.

LANGUAGE SKILLS:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

PHYSICAL REQUIREMENTS:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms.
- Must occasionally lift and/or move up to 30 pounds while transporting equipment and supplies.

- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

WORKING CONDITIONS:

- Work indoors in climate-controlled environment 95% of the time.
- Position will require frequent, short distance travel between schools using own vehicle.

WORK HOURS:

- Full-time, hourly. Typically, a 40-hour workweek. Some evenings and weekend hours as needed

EDUCATION:

Required: Associate's Degree

Preferred: Bachelor's Degree in Business or Finance