

JOB DESCRIPTION

JOB TITLE: Financial Manager

REPORTS TO: Executive Director

DESCRIPTION STATUS: Exempt

SALARY: DOE

HOURS: Varied/Flexible

POSITION SUMMARY

Reporting to the Executive Director, the Finance Manager is responsible for all fiscal activities of CHOICES, Inc., including but not limited to oversight of all finance, accounting, grants administration, and budgeting. The Finance Manager will be involved in supporting presentations to the Board of Directors and the audit committee, and will work closely with the Executive Director and Board of Directors. The Finance Manager will ensure that CHOICES, Inc. has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Finance Manager will work closely with program leaders and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
2. Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
3. Coordinate all audit activity and implement solutions from process analysis and general organization projects.
4. Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of CHOICES, Inc's. financial status.
5. Assist CHOICES, Inc. leadership in the annual budgeting and planning process. Support the Executive Director in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
6. Administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
7. 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 government, corporate, and foundation grants; Manage organizational cash flow forecasting by working in partnership with the program managers/coordinators; continuously collaborate with program managers/coordinators to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
8. Special projects as assigned by the Executive Director or Board of Directors.

B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and its programs. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

ESSENTIAL JOB QUALIFICATIONS:

1. **Education:** Must possess a BA; CPA and/or MBA preferred.
2. **Experience:** Solid experience coordinating audit activities (including single state audit) and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments. Medicaid Billing. A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential. Advanced knowledge of accounting and reporting software.
3. **Other Qualifications:** Must be able to stand and/or sit for extended periods of time.
4. **Attendance:** Regular, timely attendance is a requirement of this position.
5. **English Language:** Must be able to read, write, and speak English.
6. **Transportation:** Must have reliable transportation and a valid driver’s license with 5 years clean driving record, or obtain a written waiver, approved by Executive Director
7. Negative TB (PPD) test results
8. Able to pass an extensive State and Federal background check
9. Knowledge of AKAIMS preferred, but not required.

We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job. Duties performed are typically in an office setting. Frequent moving. Long periods of sitting. Some lifting of 20 lbs or less and some stooping, squatting and bending

<p>I have received and read the CHOICES, Inc. Financial Manager Job Description. I agree to keep it readily available and to refer to it often.</p>
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<p>Employee Printed Name: _____ Date: _____</p>

<p>Employee Signature: _____</p>
