# Missouri Rural Health Association Job Description

**Position Title:** Director of Finance

**Salary Range: $58,000-$65,000 based on qualifications**

**Position Summary:**

Responsible for the oversight of financial systems including finance, accounting, information technology, and physical infrastructure. As a member of the Leadership Team, the Director of Finance will be involved in a range of strategic planning and internal initiatives. Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; develop, administer, and review all financial plans and budgets, including grants and contracts; monitor progress and changes; and keep team abreast of the organization's financial status. Manage organizational cash flow and forecasting, assure adherence to generally accepted accounting principles, and work with the Association’s Funder to assure compliance with all grant and contract requirements.

## Essential Duties and Responsibilities:

## Finance Duties

* Oversee the day-to-day accounting activities for the organization including the general ledger, accounts payable, and accounts receivable.
* Ensure financial records are maintained in accordance with generally accepted accounting principles.
* Prepare accurate and timely financial reports to include Profit and Loss, Balance Sheets, Fiscal Projections, and Forecasting
* Manage all company programs in a fiscally responsible manner by developing budgets and pricing strategies, to meet organizational objectives.
* Assist staff in analyzing programs, appropriate pricing structures, and projecting revenues and expenses.
* Ensure operational internal controls of financial reporting are followed.
* Lead preparation of budgets, including program, and project budgets.
* Prepare annual budget in conjunction with the Executive Director and present to the Board of Directors.
* Work with staff to prepare budgets to present to the Board of Directors.
* Ensure accurate preparation of all audit worksheets and financials and prepare draft financial statements for the annual audit.
* Develop and administer applicable policies and procedures.
* Prepare reports for the Boards of Directors.
* Prepare tax information for the contracted Tax Accountant to complete preparation of corporate tax returns.
* Develop and maintain a collaborative working relationship with staff, outside Auditors and Consultants as required.
* Review grants and contracts to ensure compliance.
* Process invoices and payments.
* Prepare documentation for federal grant draws, and complete drawdown of funds.
* Prepare documentation for reimbursement contracts and prepare timely invoices.
* Manage the process of invoicing, accounting, reporting, and other administrative functions, to ensure the successful execution of grant process
* Print and enter Payroll Reports into MRHA Quick Books (QB) system.
* Perform other duties as assigned by the Executive Director.
* Assist with managing and supporting grant and contractual requirements, and implementation of projects.
* Provide detailed reports to the Funders with respect to the organization’s progress.
* Assists with monitoring paperwork and other related documents, connected with grant funded programs.
* Maintain records of all payments and receivables and prepare monthly records for all grant related activities.
* Assists with the implementation of policies, procedures, and protocols of the organization.
* Maintain all accounting records and ensure that adequate accounting safeguards and controls are established, and followed, and accounting standards met.
* Audit all invoices and assure approval by appropriate staff.

1. **Administrative, Human Resources, Benefits, Employment Records**

* Strategize with Executive Director, with respect to improving organizational and operational efficiencies.
* Collaborate with the administrative team to assist with the Human Resource functions of MRHA:

1. Ensuring compliance with human resources laws, regulations, and ERISA filings.
2. Maintaining personnel records.
3. Administering employee benefit programs.
4. Coordinate Payroll with Accupay, on setting up new employees, changes, additions, benefits upon qualification.
5. Entries and notifications to Accupay on end of employment.
6. Mail out W2’s received from Accupay.
7. Provide Payroll stubs to Employees.
8. Verification of Employment upon authorization from current, or former employee.
9. Process Employment hire paperwork, automatic deposit enrollment, withholding documentation for Federal and State W4’s, and provide to Accupay for set up.
10. Review and evaluate existing policies and procedures and recommend changes to the Executive Director.
11. Advise the Executive Director on employee benefit programs for staff.
12. Compose correspondence regarding personnel, employee benefits, membership, insurance, and financial matters.
13. Secure and maintain adequate insurance to meet the Association's requirements (including volunteer driver, building, D & O, etc.).

### Education, Experience and Licensure/Certification Requirements: (Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position)

* B.A. /B.S. Degree in Business Administration, Accounting, Health Administration, or another relevant field.
* Demonstrated knowledge of QuickBooks and Microsoft Office, including advanced Power Point and Adobe Acrobat.
* Minimum of three-(3) years’ experience in the development of record keeping, grants and contract management and budget development.
* Ability to work in a fast-paced environment meeting multiple deadlines.
* Excellent verbal and presentation skills, excellent writing, editing, and proofreading skills, including grammar and spelling.
* Ability to communicate effectively, and diplomatically, within a multi-functional team.

**Reporting Relationship:** Executive Director

## Employees Supervised: None

## Benefits Package:

## Health insurance

## Short term and Long term disability

## Simple IRA

## EAP