POSITION TITLE  Finance Director

DEPARTMENT  Administration

POSITION NUMBER  50-009

HOURS  Regular Full-time
        40 hours per week

Requires some flexibility in scheduling, including occasional night meetings, weekend events, and local or out of town travel, which may include overnight trips.

STARTING SALARY  $100,000 to $114,000 per year DOQ

SALARY GRADE  Grade 15

FLSA CLASSIFICATION  Exempt status

TO APPLY  Send resume and cover letter to one of the following:
Search Coordinator
Health District of Northern Larimer County
120 Bristlecone Drive
Ft. Collins, CO 80524

Fax: 970-221-7165 (Attn.: Search Coordinator)

Email: searchcoordinator@healthdistrict.org

To receive full consideration, materials should be received by Wednesday, July 21, 2021. Position will remain open and applications accepted until filled.

QUALIFICATIONS

Required

- Education or Formal Training
  - A Bachelor’s degree from an accredited four-year college or university with major course work in accounting, finance or business administration.
  - Master’s degree in finance, accounting, public administration, business administration, management, or related field.
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- **General Experience**
  - A minimum of five years of increasingly responsible experience in complex accounting and financial management, including three years supervisory experience.
  - A minimum of three years of increasingly responsible experience in risk management.

- **Knowledge, Skills Abilities, and Specific Experience**
  - Extensive knowledge of, and experience in, the following: principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting; principles, and practices of cost and fixed asset accounting; GAAP and GASB accounting standards and requirements; internal control and audit principles and practices; budget planning, preparation and monitoring; management information systems; computerized financial applications; public finance and fiscal planning; payroll, grant management, accounts payable and accounts receivable functions; medical/dental billing; risk management; and financial reporting requirements.
  - Investment and cash management experience.
  - Considerable knowledge in developing, evaluating, maintaining, and monitoring an effective internal control environment.
  - Experience in procurement practices in the public sector.
  - Knowledge of principles and practices of risk management activities such as risk identification/reduction, loss control, asset protection, employee safety, workers’ compensation, etc.
  - Ability to effectively select, train, coach, motivate, supervise and evaluate staff.
  - Knowledge and evidence of skilled application of positive, productive management skills; demonstrated effective team leadership.
  - Exceptional organizational and coordination abilities, including but not limited to organizing multiple tasks and meeting deadlines.
  - Works well both cooperatively and independently.
  - Strong critical thinking, analytic, and problem solving skills; skill in applying business logic and creating models/projections. Ability to analyze potential impact and effectiveness of various options.
  - Ability to develop and maintain positive, professional, productive relationships with people from diverse backgrounds, including the public, staff, other agencies, co-workers, and the Executive Director; ability to be an effective, positive team player.
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- Superior communication skills, both verbally and in writing

Special Consideration Will Be Given For:
- Experience with public agency taxing, budgeting, and other financial requirements and implications.

- Certification in the field of risk management.

- Knowledge of Microsoft Dynamics GP accounting software, Microsoft Dynamics ERP Management Reporter, Dentrix Enterprise Practice Management software and/or TotalMD Medical Practice Management software.

- Skills in complex spreadsheet design, presentations and cash flow projections.

Technology Skills
- Advanced computer skills, including utilization of accounting software and the development and utilization of complex spreadsheets. Strong skills in Microsoft Dynamics GP accounting software, Microsoft Dynamics ERP Management Reporter, professional business software applications (MS Word, Excel, Outlook, PowerPoint, etc.) 10-key calculator, telephone, photocopier, fax machine and other business/office equipment.

- Strong skills or ability to quickly develop strong skills in Dentrix Enterprise Dental Practice Management Software, TotalMD Medical Practice Management software, and Greenshades timekeeping software.

Working Environment/Physical Requirements
- The 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 function.
  - Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.

  - Must be able to sit or stand for prolonged periods.

  - Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.

  - Must have normal physical mobility, which includes movement from place to place on the job.

  - Must have the ability to communicate information and ideas verbally so others will understand.

Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance
REPORTS TO Executive Director

GENERAL DUTIES/PURPOSE
Plans, directs, and oversees all of the operations of the Finance Department, including but not limited to accounting, payroll, budget preparation and oversight, regulation compliance, bonded debt management, cash and investment management, internal control design and compliance, risk management, and financial planning functions for the Health District, a public agency.

SPECIFIC DUTIES
1) **Responsible for financial reporting function of the Health District**
   a) Analyzes financial statements and monitors financial results, including balance sheets, income statements, cash flow, and budget to actual historic comparisons.

   b) Presents financial statements to the Board of Directors monthly, follow-up and resolution of board questions and changes.

   c) Provides data and analysis as required for public and media inquiries.

   d) Coordinates annual audit of financial statements and meets all regulatory financial reporting requirements.

   e) Prepares and analyzes internal financial statements for use in management decisions.

2) **Supervises accounting functions for public agency**
   a) Directly supervises the Assistant Finance Director and four accountants, and indirectly supervises two payroll accountants. Responsible for hiring and supervising individuals (including hiring, orienting, assuring training plans, evaluation, disciplinary actions, and initiating termination processes when necessary); overseeing their goal setting and progress; providing effective team leadership resulting in positive, productive teams.

   b) Responsible for the development, implementation, and maintenance of policies and practices for financial management, budget control, payroll, accounting, and fixed assets system and functions.

   c) Revenue accounting:
      i) Assurance of accurate and timely filing and reporting requirements in order to receive tax revenue, monitoring of monthly lease payments and reporting requirements.

      ii) Assures accurate and timely processing of patient claims submitted to third-party payer sources.

      iii) Assures accurate and timely filing of invoices for all grants and contracts with local, state and federal funding sources.

   d) Reconciliation of cash and investments.
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e) Maintains accurate financial grants records; assures compliance with all financial accounting and reporting requirements by local, state and federal funders.

f) Payroll/Benefits:
   i) Assures accurate and timely payment of employee paychecks, including maintenance of cafeteria-style benefits plan, health insurance, retirement plans, and all applicable tax deposits and tax filings.

   ii) Monitors COBRA benefits administered by third party vendor.

g) Maintains unemployment, worker’s compensation coverages.

h) Maintains cafeteria-style benefits plan: enrollment, reports, adjustments, etc.

i) Administers and monitors benefits under the Family Medical Leave Act.

j) Ensures timely submission of tax reports, including quarterly and year-end, W-2's, and 1099's.

k) Serves as a member of the Human Resources Team and assists in development and implementation of human resources policies and procedures.

3) Regulation Compliance
   a) Proactive involvement resulting in compliance with all relevant state and local regulations, including but not limited to Amendment One, the Financial Management Manual from the Colorado Division of Local Government, state budget and investment statutes, adherence to GAAP and GASB pronouncements, and IRS regulations.

4) Bonded Debt Management
   a) Administers debt programs in accordance with Health District policies. Assures payment of bonded debt principal and interest payments, tracks and reports monthly, monitors escrow accounts.

5) Investment Management
   a) Develops and maintains investment strategies and monitors investment portfolio of Health District, responsible for investment policy compliance and maximization of earnings within the investment policy.

6) Financial Planning
   a) Directs and reviews cash/flow projection reports; updates as needed. Prepares reports and documents necessary for budgeting decisions.

7) Policies/Procedures
   a) Develops, maintains, and monitors accounting policies and procedures as needed; monitors and maintains updated policies and procedures manual.
8) **Procurement**  
   a) Procures goods, supplies and services needed in accordance with all applicable federal, state and local laws, policies and procedures.

   b) Prepares and issues solicitation documents.

   c) Ensures purchasing practices are consistent, open and designed to encourage maximum competition and best value procurements.

9) **Risk Management**  
   a) Develops and maintains adequate insurance and risk management policies to protect the Health District during its normal operations.

   b) Seeks bids and recommends appropriate coverage for property, casualty, health, dental, life and long-term disability insurance.

   c) Investigates and analyzes incidents involving Health District employees injured while using Health District equipment or facilities; establishes records and procedures for reporting and handling claims.

   d) Identifies, evaluates, controls and minimizes the Health District’s exposure to injury of workers and workplace safety issues.

   e) Manages return-to-work and light duty programs.

10) **Budget Development**  
    a) Prepares complex annual budget at the direction of the Executive Director, including revenue projections, annual operating and capital expenditures and budget analysis.

    b) Coordinates input from all programs, and assures accurate and timely filing of all required state and local budget and tax revenue documents.

    c) Monitors budget compliance throughout the year. Proactive management and board involvement in monitoring and reporting on budget compliance. Initiates changes in spending where appropriate.

11) Develops and maintains positive, professional, productive relationships with the public, consumers, other agencies, co-workers, and supervisors.

12) Within time and budget limitations, attends relevant local, state, and national meetings, conferences, committees, and trainings in order to maintain up-to-date knowledge and understanding the impact of issues relating to the scope of duties assigned.

13) Works effectively as a positive team member, participating in group meetings, retreats, and special events. Serves on the Health District Management Team, assisting with maintaining good communication between departments and staff, the development and updating of organizational direction, policies, and procedures, etc.
14) Serves as an exemplary ambassador for the Health District.

15) Other duties as assigned by the Executive Director.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

**Benefits** – The Health District covers 100% of the cost for the group health insurance plan, Dental, Long Term Disability, Life Insurance, and Accidental Death and Dismemberment for the employee. The Health District contributes 5% of the gross salary to the 401(a) pension plan; the employee is required to contribute 3%. A complete list of benefits is on the hiring process page of the Health District website.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state or local laws.