



Public Health
Prevent. Promote. Protect.

Central Valley Health District

JOB DESCRIPTION

TITLE: Finance Director
Report to: Executive Director
Supervises: None

FLSA Status: Exempt
Administrative Employee
Salary grade: 22 DOE

JOB SUMMARY: Responsible for all accounting and financial records. Works in collaboration with project directors regarding fiscal matters. Oversees administrative staff/receptionists. Also responsible for building and asset management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required.

1. Provide assistance to maintain the general books of accounts according to established accounting classifications including, but not limited to, journals, registers, general ledgers; posts entries to these books from supporting records; makes adjusting entries or routine corrective adjustments as well as closing entries for fiscal year end.
2. Codes invoices for processing; prepares cost statements and financial reports.
3. Verifies deposit of funds to appropriate accounts.
4. Manages the company investment portfolio, ensuring fiscal strength.
5. Analyzes and classifies transactions in accordance with an established chart or coding of accounts; verifies fiscal transactions.
6. Develops, maintains, and manages building plan while ensuring proper asset management.
7. Prepares budget worksheets, reviews data and prepares recommendations; assists with preparing budget justifications relating to reallocation and segregation of funds.
8. Determines balances in each project/agency funds by arithmetical calculations. Analyzes current revenue versus expense with each individual budget informing and making recommendations to the Administrative Team and Board of Health.
9. Prepares reports for each project for internal and external use.
10. Develops financial spreadsheets and updates/maintains these files and revisions as required by administration and state.
11. Assist audit personnel in preparation of initial reports; prepares data accumulation and gives assistance necessary during an audit.
12. Coordinates all activities dealing with flex benefits, premium conversion and health insurance between the employee, employer and the authorized health insurance provider.
13. Participate in agency and community emergency response training and drills.
14. Attend weekly staff meetings if on duty. If not on duty read minutes from meeting.
15. Familiarize self with policies and procedures of the Health District.
16. Respect and observe the confidentiality regarding clients and their families consistent with professional ethics, HIPAA guidelines, and State and Federal laws.



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17. Respond to public health emergencies as directed by the Executive Director and/or immediate supervisor.
18. Current certification of basic cardio-pulmonary resuscitation (CPR).
19. National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 300, 400, 700, and 800.
20. Performs other duties as required or assigned.

This position may be subject to 24/7 on-call in the event of an emergency, irregular working hours, work at locations other than the official station, and may include duties other than those specified in the employee's official position description. Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods of time and operating a motor vehicle.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Supports and promotes the district's vision, mission, core values, and goals.
- Promotes team and organizational learning.

JOB REQUIREMENTS:

Education, Licensure, Certifications, Experience

- Bachelor's degree in accounting, finance, or business.
- Three or more years of experience in accounting preferred.
- Must possess current valid driver's license. Travel within the service area is required. Occasional overnight travel may be required.

Knowledge and Skills

- Working knowledge of accounting principles in auditing, fund, cost and accrual systems with hands on experience.
- Ability to adapt established accounting methods to varied accounting transactions.
- Strong interpersonal and communication skills.
- Organized and can multi-task, balance multiple projects, and complete objectives.
- Excellent customer service and problem-solving skills.
- Ability to prioritize.
- Work independently and be a team player.
- Basic desktop computer skills including, but not limited to spreadsheets, navigation, internet, and email.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.



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Equipment and Technology Use Required

- Computer, fax, copier, scanner, multi-line telephone, Video Conferencing System
- Personal or agency vehicle
- Microsoft Office
- Oracle NetSuite
- Bill.com

WORK ENVIRONMENT: General office setting in the department facilities, as well as community sites including clients' homes and workplaces. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow, ice, cold, heat, noise, rain, humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Worker may be exposed to potentially hazardous chemicals, hazardous waste, biological agents, communicable diseases, insects and other disease vectors, and animals through the course of employment. In all settings, employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and /or communication.

Employee Signature

Date

Supervisor Signature

Date