



Finance Director

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JOB SUMMARY: A member of the leadership team, the Finance Director will work closely with the Executive Director and provide strategic guidance on the financial operation of the organization in addition to overseeing the daily operations of the Finance Department. The Finance Director will deliver financial reports to the Board of Directors and prepare for the annual audit. The organization has complex funding sources, and the Finance Director is responsible for establishing and/or maintaining internal controls and oversight on all financial transactions including but not limited to cash and financial management; contracts and contracting; payroll; grants' financial management; medical services billing and claims reconciliation.

SUPERVISED BY: Executive Director

STATUS: This position exempt, full time

Supervision Exercised: Finance team: Billing Supervisor, Accounts Payable, Accounts Receivable, Payroll, Grants Manager.

Essential Functions:

The Finance Director must demonstrate the ability to connect processes, events and systems, and successfully navigate between process orientation and big picture, strategic thinking. Must have the ability to pro-actively identify problems and solutions and contribute to organizational performance improvement on a systems level. Must have the ability to educate non-financial staff on basic budget management skills, and understanding the support the finance function can bring to program operations. As a member of the leadership team, the Finance Director will partner with HR, IT, and Clinical Operations to better integrate technology systems support across the organization. The Finance Director must be attentive to detail, produce consistent, reliable, accurate and understandable work product – with the ability to communicate key data to a wide range of stakeholders. Leads in a manner to ensure compliance with all regulatory requirements and demonstrates integrity in all decisions and interactions.

Accounting and Financial Management

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, expenses, and program budgets and actual expenditures.
- Coordinate all audit activity.
- 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 OnTrack's financial status.

- Assist OnTrack’s leadership team in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the Executive Director in engaging the board’s audit and finance committees around issues and trends in financial operating models and delivery.
- 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 and review financial reporting materials for government, corporate, and foundation grants.
- Work closely with Billing Supervisor to ensure maximization of third-party collections
- Negotiate contract rates and terms on behalf of the agency.
- Oversee all contracts for clinical services.
- Ensure billable contracts are compliant with Medicaid and Medicare requirements at all times.
- Oversee implementation and management of executable contracts.
- Review and monitor denied claims, appeals and resolutions and account reconciliations. Work with administrative staff, and program managers as needed to ensure billing issues are rectified as quickly as possible.
- Perform periodic billing audits to ensure all billing is processed accurately and in accordance with regulatory requirements and insurance provider contracts
- Manage organizational cash flow forecasting by working in partnership with the program managers; continuously collaborate with deputy director to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Leadership

- Leverage the strengths of the finance team members to clarify roles and responsibilities. Establish training and development goals with each team member to optimize potential and performance
- Provide leadership in strengthening internal communications with staff at all levels across the organization; create and promote a positive work environment
- Provide education, training and support needed enable to program managers to most effectively manage program resources

JOB REQUIREMENTS

Experience and Skills Requirements:

- Minimum of 7 years of accounting experience, with demonstrated knowledge of GAAP
- Knowledge of accounting software; ability to create worksheets, and reports
- Proficient with Office applications
- Payroll experience a plus
- Minimum of 3 years in a leadership or senior supervisory role.
- Healthcare background with understanding of federal and state grant funding highly desirable
- Experience with medical billing software and medical office procedures.
- Demonstrates outstanding interpersonal and communication skills

Education/Licensure/Certification requirement:

- Bachelor’s in accounting

- MBA or CPA preferred

Background: Clear background check.

Work environment: This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of documentation, spreadsheets, and viewing of computer monitor. Manual dexterity needed for data entry. Occasional local travel to various job sites is necessary upon request.

References: 3 professional references required to verify experience

Recovery (if self-disclosed): Addiction and alcoholism are medical conditions, protected from discrimination under the Americans with Disabilities Act as Amended, Oregon disability laws, and other laws. OnTrack does not ask applicants or employees if they suffer from alcoholism or addiction or are currently in recovery. However, as a provider of recovery support services, we believe alcoholics or addicts in recovery are often the best mentors for others still struggling, and we prefer to hire qualified individuals in recovery for direct client contact positions. On the other hand, the early stages of recovery are subject to frequent relapse and uncertainty, which would make hiring an individual in the early stages of recovery inconsistent with our mission and would likely make the individual unable to effectively perform the essential functions of any position that involves direct client contact. Therefore, *if* an applicant or employee discloses a history of addiction, *and* the position involves direct client contact, we do require the individual to confirm that he or she has been in recovery for a minimum of two years.

Not Comprehensive List: *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

Upon signing this form, you agree with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.

Print name

Signature

Date