

May 5, 2022 Final

Rural Health Network of SCNY, Inc.

Position Announcement

Position: Finance Director. The Finance Director position is a full time, exempt position.

Reports to: Executive Director

General Duties and Responsibilities: The Finance Director develops, implements, oversees and revises accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions, including internal monitoring tools and audit controls to ensure compliance with Federal, State and local fiscal requirements

Specific Responsibilities: The responsibilities of the Finance Director include, but are not limited to, the following:

1. Trains and supervises employees in detailed account keeping procedures to ensure accuracy, efficiency and compliance with established program policies;
2. Develops or assists other staff members in the development of the fiscal section of new or renewable program grants;
3. Plans and develops annual program budget in conjunction with the department head and other administrative staff;
4. Performs cost and budget analyses, financial forecasting, feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;
5. Advises and consults with department head and other staff on current fiscal and reporting requirements, and control of expenditures;
6. Audits subcontractors and program accounts and offers technical assistance to ensure compliance with Federal, State and local regulations;
7. Oversees or personally keeps ledger and journal accounts and balances and reconciles bank statements and accounts;
8. Represents the fiscal concerns of the department at budget conferences and hearings, legislative meetings, contract negotiations, board meetings, committee meetings and other meetings as required;
9. Prepares periodic fiscal and statistical records and reports for agency use, or submission to State and Federal agencies;
10. Uses a computer and Quickbooks to make financial inquiries, maintain records and reconcile budgets.
11. Should be proficient in Microsoft Excel.
12. Thorough knowledge of the principles, practices and terminology of general and non-profit accounting;
13. Good knowledge of financial administration including budgeting and reporting;
14. Good knowledge of office terminology, practices and procedures;
15. Ability to devise and maintain accounting systems and policies;
16. Ability to prepare and analyze complex financial and statistical records, reports and statements;
17. Ability to prepare and present complex oral and written reports clearly and concisely;
18. Ability to plan and supervise the work of others;

19. Serve as a member of the RHNSCNY staff team and seek ways to continuously improve and support the work of RHNSCNY. Identify and initiate effective ways to support, integrate and/or apply all RHNSCNY services to provide the maximum benefit to those served.

Minimum Qualifications: Bachelor's Degree in Accounting, Business Administration or related degree with three to five years relevant experience, preferably with fund and/or government accounting, grants management and/or non-profit accounting. Strong organizational and communication skills required. Computer program applications: word processing systems and accounting programs: Excel, Quick Books, Monday.com. Valid N.Y.S. Driver's License and use of private vehicle for work related purposes preferred.

Apply at: <https://form.jotform.com/RHNSCNY/rural-health-network-application> by May 27, 2022 or until position is filled. For more information contact Mark Bordeau, Executive Director at mbordeau@rhnscny.org