

JOB DESCRIPTION

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| TITLE: | Vice President Finance |
| DEPARTMENT: | Administration |
| REPORTS TO: | President/CEO |
| STATUS: | Full Time |
| FLSA: | Exempt |

POSITION RESPONSIBILITIES:

Oversee and/or directly and timely provide all required financial, statistical and demographic reports including, but not limited to: cost report, P & L, balance sheet, cash flow, monthly and year to date reports, monthly and quarterly reports to funding sources, specific reports deemed necessary to the business

Oversee preparation of and adherence to Annual plan and budget assuring timely submission to state, board of directors, President/ CEO, and executive staff as well as routine monitoring of budget throughout fiscal year to insure compliance.

Develop complete financial documents including 990's, necessary information for annual audit process, and any other financial reports/documents required.

Manage all company investments including CD's, money market accounts, etc. and bank relationships including making recommendations to President/CEO and Board regarding such investments to improve financial stability.

Provide consultation and a minimum of quarterly reports to all executive staff around finances for their specific programs including provision of financial data and reports necessary for management decisions for their programs

Develop, monitor and make recommendations on the financial systems, data processing, payroll, billing systems to assure timely and accurate completion of the above duties including policies and procedures for all financial transactions of Comprehend.

Facilitate usage and updates to all computerization of financial systems.

Ensures timely and accurate completion of business office activities such as AP/AR/payroll/ medical billing.

Develop and implement a financial disaster recovery plan for Comprehend.

Develop a financial projection /forecast plan over the next 3 years to determine potential areas of strength and growth so that funds can be invested for maximum gain.

Assures that all financial systems and protocols are developed and implemented according to accepted standard accounting principles.

Assure internal controls of all financial systems and funds including: reports, documentation for auditors, supply records, cash collection, payroll and any other internal financial systems

Serves as the financial advisor to the President/CEO and Board of Directors around Comprehend and affiliates business, business opportunities and as the fiscal agent for advisory Boards such as ASAP.

Serves as the primary executive authority in the absence of the President/CEO.

Other duties may be required and assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or Business Administration required.

Master's degree in Accounting or Business Administration or Certified Public Accountant (CPA) credential is highly preferred. Experience may be considered in lieu of required degree.

A minimum of 5 years of experience in a senior management role with experience in health care systems and medical billing required. Seven (7) years of experience preferred . Experience in community mental health systems or nonprofits is preferred

PHYSICAL REQUIREMENTS:

SUPERVISORY REQUIREMENTS:

Will supervise accounting and business office staff including: AR/AP and medical billing. Will also provide supervision to other components of organization as determined by the President/CEO.

SPECIAL REQUIREMENTS:

Valid Driver's License