



## Job Description

### **FINANCE MANAGER**

The Hospicare & Palliative Care Services Finance Manager will oversee the accounting, control and reporting activities; have responsibility for the organization's finances; and work with the finance team to maintain continuous improvements in processes, systems, financial tools, and documentation for efficient workflows. This is a great opportunity for a professional with strong analytic, accounting, finance, and people skills to help the organization achieve its goals. This position is full-time and reports to the Chief Operating Officer (COO).

### **Essential Functions and Responsibilities**

#### Accounting:

- Prepares accurate and timely monthly, quarterly and year-end closings.
- Oversees accounts payable and prepares weekly reports for approval for check run.
- Oversees accounts receivable to ensure accurate collection and processing.
- Manages donation receipts and accountability process.
- Creates and maintains efficient process flows for operational activities and creates documentation/reference guides.
- Creates and ensures compliance with internal controls appropriate to the organization's size and goals.
- Trains new and existing staff to keep skills and system supports up to industry standards.
- Other duties as assigned.

#### Financial Management:

- Assists COO in the preparation of annual operating and capital budgets and forecasts.
- Assists COO on all operational and strategic issues on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Monitors and addresses issues related to grant spending.
- Prepares monthly financial statements and streamlines reporting process.
- Oversees cash management and manages the balance.
- Provides ad-hoc analyses to support decision making and propose recommendations.
- Responsible for identification, investigation and resolution of complex financial problems requiring technical expertise.
- Works closely with COO to manage company insurance policies (including employee benefits, general liability).

#### Payroll and Benefits Management:

- Oversees all payroll functions to ensure that employees are paid in a timely and accurate manner.

- Serves as key point of contact with payroll service.

#### Audit and Taxes:

- Oversees the preparation of documentation and reconciling schedules to ensure a clean and timely year-end audit.
- Supports coordination with outside professional accounting firm to prepare all the Agency & Foundation tax returns.
- Assists with annual financial and 403(b) audits.

#### Project Management:

- Works with COO on technology integration projects for finance and other departments.
- Collaborates with the COO to assign and delegate tasks as appropriate to ensure on time and on budget project management.
- Responsible for the management and supervision of projects and personnel as assigned.

#### Supervisory Responsibility:

- Oversees and supports finance department staff; identifies and communicates key responsibilities and practices to ensure the team promotes a successful attitude.
- Stimulates a positive teaching and learning culture within the department and pushes the team forward by supporting professional development and cross-trainings.
- Ensures effective communication and timely resolution of conflicts.
- Works collaboratively with cross-functional teams to coordinate and provide guidance on financial matters.

### **Education, Skills & Abilities**

- Minimum of Bachelor's Degree in Accounting or Finance and 5+ years of related experience. CPA preferred but not required.
- Solid working knowledge of GAAP.
- Knowledge of Sage 100c. Sage Intacct experience is a plus.
- Advanced Microsoft Office skills, most notably Excel, with ability to learn new skills quickly.
- Project management skills managing milestones, team workflow and resources.
- Demonstrated experience implementing new processes, policies reporting, training and continuous improvement.
- Must be a team player and motivated and proactive to learn & do and teach others.
- Highly motivated self-starter with the ability to multi-task and complete assignments within tight time constraints and deadlines.
- Excellent project management, time-management, and organizational skills.
- Excellent written, oral, and interpersonal communication skills.
- Understand and effectively implement accounting guidance and company policies.
- Strong adherence to accuracy and attention to detail.
- Healthcare industry experience a plus.

### **Salary Range and Benefits**

The Finance Manager salary range is \$60,000 - \$75,000, commensurate with experience. A full benefits package is available.