



Organizational Profile	Mission: "North Country Health Consortium leads innovative collaboration to improve the health status of Northern New Hampshire." The North Country Health Consortium (NCHC) is a rural health network, created in 1997, as a vehicle for addressing common issues through collaboration among organizations serving Northern NH.		
Job Title:	Director of Finance		
Program Area:	Administrative	Shift: (if applicable)	Day, occasional evening/weekend
Location: Primary	[3] day Office/Littleton [2] days Remote office	Travel Required:	Travel Required local/regional
Employment Status:	[] Full-Time [X] Part-Time	Employment Type:	[x] Employee [] Internship [] Other _____
Supervises Others:	[x] Yes [] No	Reports to:	Executive Director

Job Description: updated 6/26/2023

ESSENTIAL FUNCTIONS

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee all finance department activities including budgeting, financial forecasting, financial reporting requirements, and cash flow for administration, existing programs, and proposed new programs and services.
- Direct supervision of Finance staff
- Preparation, oversight and point of contact for all finance related audits in collaboration with the Finance staff.
- Manage timely adherence to deadlines.
- Create budgets for new, existing, and potential revenue streams.
- Develop procedures that ensure processes are complete and current.
- Participate in organizational meetings as an essential collaborative member of the Director Team
- Monitor status of all bank accounts
- Assess insurance needs, complete agent applications, and revise coverage as circumstances require.
- Prepare monthly, quarterly, and annual reports as required.
- Provide oversight for payroll and benefits administration.
- Provide relevant financial information to Directors and other stakeholders as requested.
- Fluent in Microsoft Office Suite, Adobe PDF software, AccuFund accounting software, Paychex, and navigation of banking and other relevant websites/software
- Adhere to NCHC Policies, including the Finance Procedures Manual, and applicable State and Federal laws and guidelines.
- Act as liaison for Finance staff and Executive Director
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.
- The North Country Health Consortium is a public health organization and, as such, employees are considered "essential employees" in circumstances when a state or federal "state of emergency" has been declared. Employees may be temporarily re-assigned or required to participate in public health activities in the community, as needed.

FINANCIAL AND OPERATIONAL MANAGEMENT

- Work with management staff and Finance Committee on organizational budgeting and the implementation of budgets to monitor progress and present operational metrics both internally and externally.
- Ensure the Finance Department maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitors the use of all funds, directing all financial, project-based, and programmatic accounting.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations (e.g., HRSA, NH DHHS) and prepare and communicate monthly financial statements to the Consortium's Board of Directors
- Lead all audit activities.
- Manage all formal finance procedures, processes, and administration, recommending improvements and efficiencies to the systems in place and implementing them as appropriate.
- Develop, supervise, support, evaluate and manage the finance department staff.

- Engage with other members of the staff to facilitate cross-program collaboration that ensures all financial, HR and IT solutions positively support the Consortium's evolving strategy and operations.

STRATEGY

- Partner with the Executive Director on all operational and strategic issues as they arise; provide strategic recommendations to the Executive Director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Participate in the ongoing strategic planning process and an integral member of the director team.
- Oversee long term budgetary planning and cost management in alignment with the Consortium's strategic plan.

PRINCIPAL RESPONSIBILITIES

- Direct the Consortium's fiscal operations including all budgeting and reporting. Prepares Consortium budget with input from executive director, program staff and board. Monitor budgets (organizational and programmatic), preparing monthly comparison reports of budget-to-actual revenue and expenditures. Assists staff and board in understanding reports. Prepares revenue and expenditure projections with staff input, comparing projections to budget to identify and explain adjustments needed. Prepare and submit financial reports required by federal funders.
- Responsible for accounting system, daily fiscal operations, and compliance with established fiscal procedures and internal controls. Updates accounting manual at least annually.
- Responsible for bank reconciliations and cash flow projections.
- Prepares for annual independent financial audit, setting up schedule with auditors to assure timely audit reports. Submits draft audit to Executive/audit Committee before it is finalized, submitting final audit to Board for acceptance at the September Board meeting. Responsible for any required follow-up.
- Coordinate the timely filing of federal reports. Works with auditors to prepare IRS Form 990, providing supporting detail and answering governance questions, providing a draft for Board review before final submission.
- Oversees the purchasing function, including compliance with purchasing policy and procedures. Oversee contracting functions for personal and professional services. Maintains insurance policies, managing risk and assuring adequate coverage.
- Supervises selection of finance and organization software and equipment.
- Responsible for oversight of benefits management.
- Fluency in Microsoft Office, Adobe Suites, and applicable job-specific software (Accu-Fund, Paylocity, Salesforce)
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, Public or Arts Administration, Management or Finance, including or supplemented by at least 20 credits of college-level accounting courses
- Minimum of five years demonstrated experience in a professional level administrative accounting and financial management position, ideally in the nonprofit sector with experience with grant budgets, fund accounting and contracts, including administering federal grants, and audit preparation and coordination. Graduate courses in business may substitute for up to one year of business management experience. Eight years or more preferred.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Experience should include audit preparation, compliance monitoring, and development and monitoring of budgets.
- Ability to manage priorities and evaluate efficiency.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Fluent in Microsoft Suite, AccuFund accounting software, Paylocity, and navigation of banking and relevant websites/software

SPECIAL QUALIFICATIONS:

- Extensive knowledge of the principles, practices, and procedures of business administration, including budget development, financial management (financial control/accounting), human resources management, procurement of goods and services, facility management, and grant/contract administration.
- Working knowledge of Generally Accepted Accounting Principles and practices, with particular emphasis on nonprofit accounting.
- Ability to understand and apply statutes, regulations, and contracts programs.
- Knowledge of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Considerable knowledge of computerized financial management systems and information systems and reporting capabilities. Good knowledge of spreadsheet and standard office software, and a strong desire and ability to make balanced use of technology to enhance efficiency and effectiveness.

PHYSICAL CHARACTERISTICS

Physical activity demands include regular requirements for standing, walking, lifting objects up to 25 pounds, and ability to use hands to control objects such as keyboards and telephones. Prolonged periods of sitting or standing at a desk and working on a computer. The position does not normally involve exposure to biohazards or other materials for which universal safety precautions apply.

SPECIAL QUALIFICATIONS: Reliable transportation to perform essential functions of the job and proof of automobile insurance coverage, per NCHC policy.

COMPETENCIES

- All competencies as required by applicable licensing board, for licenses held by applicant.
- **Establishing Focus:** The ability to develop and communicate goals in support of the organization's mission.
- **Providing Motivational Support:** The ability to enhance others' commitment to their work.
- **Fostering Teamwork:** As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.
- **Empowering Others:** The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.
- **Managing Change:** The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.
- **Developing Others:** The ability to delegate responsibility and to work with others and coach them to develop their capabilities.
- **Managing Performance:** The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- **Attention to Communication:** The ability to ensure that information is passed on to others who should be kept informed.
- **Oral Communication:** The ability to express oneself clearly in conversations and interactions with others.
- **Written Communication:** The ability to express oneself clearly in organization writing.
- **Interpersonal Awareness:** The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.
- **Influencing Others:** The ability to gain others' support for ideas, proposals, projects, and solutions.
- **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- **Customer Orientation:** The ability to demonstrate concern for satisfying one's external and/or internal customers.
- **Diagnostic Information Gathering:** The ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skillful questioning to draw out the information, when others are reluctant to disclose it.

- **Analytical Thinking:** The ability to tackle a problem by using a logical, systematic, sequential approach.
- **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- **Conceptual Thinking:** The ability to find effective solutions by taking a holistic, abstract, or theoretical perspective.
- **Strategic Thinking:** The ability to analyze the organization’s competitive position by considering market and industry trends, existing and potential customers (internal and external), and strengths and weaknesses as compared to others in the field.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Entrepreneurial Orientation:** The ability to look for and seize profitable organization opportunities; willingness to take calculated risks to achieve organization goals.
- **Fostering Innovation:** The ability to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.
- **Results Orientation:** The ability to focus on the desired result of one’s own or one’s unit’s work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.
- **Thoroughness:** Ensuring that one’s own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- **Decisiveness:** The ability to make difficult decisions in a timely manner.
- **Self Confidence:** Faith in one’s own ideas and capability to be successful; willingness to take an independent position in the face of opposition.
- **Stress Management:** The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.
- **Personal Credibility:** Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.
- **Flexibility:** Openness to different and new ways of doing things; willingness to modify one’s preferred way of doing things.

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Employee Signature:	Print	Sign	Date	
Supervisor Signature:	Print	Sign	Date	