

Wernle Youth & Family Treatment Center
Director of Finance Job Description

Company: Wernle Youth & Family Treatment Center
Department: Finance
Reports to: Chief Executive Officer
Status: Full Time Exempt

Wernle is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God’s love in Jesus Christ.

Job Summary:

Wernle Youth and Family Treatment Center, located in Richmond Indiana, is seeking a Director of Finance who will be responsible for providing day to day leadership in the finance office. Reporting to the CEO, the Director of Finance will ensure the implementation of the established compliance standards placed on this agency by governing bodies which may include organizations such as Indiana Department of Child Services, Council of Accreditation, and all auditing bodies, IRS regulations and GAAP standards. Also ensures the integrity of accounting, financial and balancing reporting systems and financial infrastructure with risk management at the forefront. In addition, to providing direct oversight of all day-to-day internal accounting and financial reporting functions, this position provides oversight of Facilities Management and Information Technology departments. The incumbent in this position will serve as an active participant of the agency’s senior leadership team. This position has a high level of visibility and accountability.

Essential Duties and Responsibilities:

- Provides recommendations to strategically enhance companywide performance and business opportunities.
- Provide leadership in the development for the continuous evaluation of short and long term strategic financial objectives.
- Evaluate and advise on the impact of long range planning.
- Establish and maintain strong relationships with Senior Executives to identify needs and see full range business solutions.
- Provides leadership in the day to day operations of the business office.
- Provides the agency, CEO, Board of Directors and lenders with accurate timely financial reports.
- Provides recommendations on budgets, financing, banking relationships, financial risk management, leasing arrangements, accounting policies and procedures, internal controls, investments, credit arrangements and cash flows.
- Assures timely and accurate tax filings to all local, state and federal tax agencies.

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- Assures compliance with IRS regulations specifically as they pertain to maintaining the agency's 501 (c) (3) status.
- Assures financial compliance with all funding and grant sources.
- Assists with timely and accurate licensure filings with agencies for school lunch program and other state licensure requirements.
- Provides guidance on agency rate setting (per diems) and maintain system to provide program costs.
- Coordinates receipt of a proper reporting of restricted gifts with the development office.
- Selects, implements, and maintains accounting and related software systems including time and attendance and payroll systems.
- Advise the President/CEO.
- Assures financial records and other related records are retained in compliance with applicable guidelines.
- Performs other duties as assigned.
- Obtains thirty-two (32) hours of continuing education credits per year.

Weekly or Bi-Weekly

Reviews weekly vendor disbursements, monitors payables aging and accounts receivables aging. Oversees bi-weekly payroll preparation, residents' allowances, residents' savings, and work crew programs. Monitors agency cash flow. Monitors cash flow requirements and requests lines of credit draws when needed. Posts bi-weekly health insurance reports.

Monthly

Attends board of directors and board of director's executive committee meetings with the President/CEO. Maintains all records on capital budget. Researches and monitors agency investments and results as needed. Maintains general ledger work papers for monthly account analysis and annual audit. Prepares analysis of monthly financials while overseeing monthly closure of financials and distribution of same to agency management, CEO board of directors and lenders. Communicate with counties and agencies as needed to facilitate receivable collections. Review monthly statistics (bed days), occupancy percentages and school lunch reimbursement. Review monthly revenue (billing) process, and signs monthly claims. Also reviews monthly bank reconciliations. Monitors FASB announcements, tax rulings, and their impact on the agency as needed. Maintains coordination of agency credit cards; including policy, distribution, statement reconciliation and payment schedule. Reviews quarterly payroll taxes.

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Annually

Plans, coordinates and oversees annual budget preparation process including operational, development and capital budgets. Coordinates annual audit with outside CPA firms. Reviews annual payroll taxes and other informational returns. Oversees record retention and annual purging of stored files. Negotiates annual auto, liability, umbrella, D & O insurance renewal and manages vehicle registrations. Negotiates copier contracts, annual audit fees and other management consulting services.

Supervisor Responsibilities:

Director of Finance has three direct reports within the Finance Department, Senior and Junior (payroll) accountants, and Medicaid Utilization Manager. Position responsible for the overall direction, coordination, and evaluation of the finance department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training finance department employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining finance department employees; addressing complaints and resolving problems.

Also oversees the Facilities Management and Information Technology departments with two direct reports.

Education and Experience:

Master's or Bachelor's degree from accredited school, and five to seven years of direct financial reporting oversight experience. Must possess significant experience in nonprofit financial reporting; transaction processing; and general ledger accounting. CPA certification preferred. Also, the candidate must have experience in Medicaid billing and file auditing. Two to five 5 years' experience managing outcomes with an understanding of residential treatment, outpatient, and home based environments preferred. Ideal candidates will possess experience working in the non-profit sector, demonstrated leadership capacity and business acumen, management and program development; exceptional communication and relationship building skills, and ability to work well under pressure and forge successful teams.

Language Skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or board of directors.

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Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical interference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Reasoning Ability:

Ability to apply principles of logic or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Work Environment:

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Employee Signature

Date