

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 06/15/99
DATE AMENDED 06/02/22

TITLE OF POSITION: Director of Finance

POSITION NUMBER: 12

PROGRAM: Administration

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Bachelor's degree in Accounting from an accredited college or university. Five years of health care and/or non-profit experience in accounting or auditing is preferred, with two years in a supervisory capacity. A CPA is preferred, but not required.

Past professional experience should demonstrate that the applicant possesses;

1. A thorough knowledge of generally accepted accounting principles (GAAP) and (GASB) and their relevance to a nonprofit environment.
2. A thorough knowledge of the accounting cycle including payroll and benefits.
3. The ability to work across departments to help ensure the accuracy and completeness of financial reports.
4. The ability to interpret the financial applicability of statutes, regulations, policies and contracts;
5. Proficiency analyzing and interpreting financial data.
6. The capacity to communicate the results of financial analyses to both financial and non-financial audiences; and
7. A high level of competence in computer applications, including Microsoft Office, with advanced Excel skills.

Requirements also include the ability to interact professionally and maintain effective working relationships with fellow employees, superiors, subordinates, and the public. The candidate for this position must be capable of working independently, with minimal supervision.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lmccares.org

SUPERVISED BY: Chief Financial Officer

POSITIONS SUPERVISED: Central Accounting Department. (Cash receipts, Accounts Payable, Purchasing). Supervision of at least three employees.

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

WAGE AND HOUR STATUS: Exempt: xx (Administrative)

***DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Supervise the daily operations of the Central Accounting Department and related staff.
2. Prepare and submit invoices and/or other financial reports to outside agencies and/or vendors in accordance with contractual requirements.
3. Prepare and submit the payroll transfers and IRS remittance including the quarterly 941's.
4. Prepare monthly reports for review by the financial management team.
5. Assist in the preparation of the yearly budget.
6. Serve as primary point of contact for the external auditors. Ensure the filing of all audit and tax reports and 990, 990T, 1099's.
7. Serve as the primary point of contact for outside electronic portals such as Banks, Credit Cards co or other institutions.
8. Prepare and/or review various audit schedules contained within the annual financial audit.
9. Assist Chief Financial Officer with analyzing existing financial operations and provide recommendations for improvement.
10. Insure the financial integrity of the company through performance of reviews, reconciliations and statistical evaluations of account detail.
11. Evaluate existing financial processes to insure compliance with state, federal, contractual and /or in-house corporate regulations.
12. Assess existing financial processes for effectiveness, efficiency and internal control.
13. Assist Chief Financial Officer by participating as a "liaison" with outside agencies addressing financial information requests and/or questions.
14. Perform daily staff management activities including hiring, time and attendance, and leave approvals, including mentoring, training including assessments and disciplinary matters.
15. Perform related duties as assigned.

Physical & Other Requirements:

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Not applicable	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No
Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.) Typing Yes No

Ability to lift and carry up to **15** pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

Copy received by:

_____ **Date** _____

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