



Job Title: Chief Financial Officer	Unit: Administration
Status: Full-time	Location of Position: 250 North Avenue, Athens GA

Posting Date: September 16, 2019	Application Deadline Date: Until Filled	Job Code: FIM041
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Chief Financial Officer

Schedule: Monday – Friday, 8:30 AM – 5:00 PM

Position Summary: As a key member of the Executive Management team, the Chief Financial Officer will report to the Chief Executive Officer (CEO) and will have a strategic role in driving the performance of the financial management of the company.

Duties and Responsibilities:

- Drives continuous significant and sustainable process improvements by implementing efficient methods to ensure optimal performance within the finance and billing departments
- Motivates and leads a high-performance finance team. Attracts, recruits and retains members of the team
- Serves as a member of the organization’s Executive Team, in planning, promoting, implementing and evaluating organizational programs and services
- Directly supervises the billing and finance department managers. Oversees the day-to-day billing department operations, accounting and financial operations of the finance department and ensures deadlines are met and processes are timely and efficient. This will include, direct responsibility for billing, accounting, accounts payable, accounts receivable, purchasing and ensuring a disaster recovery plan is in place
- Oversees the management and coordination of all financial statement activities for the organization, including: organizational revenue/expense, balance sheet, reports to funding agencies and development and monitoring of organizational and contract/grant budgets
- Presents financial statements to the Executive Team and Board of Directors
- Develops and maintains systems of internal controls to safeguard financial assets of the organization and oversees federal awards and programs
- Oversees the coordination and activities of independent auditors, ensuring all audit issues are resolved and all compliance issues are met and the preparation of the annual financial statement is in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and federal, state and other required supplementary schedules and information
- Monitors banking activities of the organization to ensure adequate cash flow to meet the organization’s needs
- Establishes finance operational strategies by evaluating trends, establishing critical measurements, determining outcomes, resolving problems and implementing change
- Monitors financial performance by measuring and analyzing results, initiating corrective actions and minimizing the impact of variances
- Reports financial status by developing forecasts, reporting results, analyzing variances and developing improvements

- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action
- Oversees the maintenance of the inventory of all assets, including assets purchased with government funds, assuring all are in accordance with federal and state regulations
- Develops credibility for the finance team by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Chief Executive Officer, the Governing Board and the Executive Team in performing their responsibilities
- Enhances and/or develops, implements and enforces the financial policies and procedures of the organization
- Provides technical financial advice and knowledge to others within the organization
- Provides continual improvement of the budgeting process, through education of department managers and directors, on financial issues impacting department budgets
- Develops a reliable cash flow projection process and reporting mechanism that includes minimum cash thresholds to meet operating needs
- Effectively, and clearly, communicates potential risks in a timely manner
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Establishes a work environment and atmosphere of cooperation, collaboration and support
- Demonstrates professional behavior at all times
- Attends requested meetings and committees, as directed by the CEO

Minimum Qualifications: Completion of a Master's degree in Business Administration, Finance, Accounting or a related field at an accredited college or university. Knowledge of finance, accounting, budgeting and cost control principles, including, Generally Accepted Accounting Principles, knowledge of automated financial and accounting reporting systems. Ability to analyze financial data and prepare financial reports, statements and projections.

Preferred Qualifications:

- Licensed CPA
- Strong interpersonal skills, ability to communicate, manage and lead a team to obtaining maximum results
- Experience in strategic planning and execution
- Strong problem solving and creative skills and the ability to exercise sound judgement and make decisions based on accurate and timely analysis
- High level of integrity and dependability with a strong sense of urgency and results orientation

TO APPLY

Submit resume to jcox@advantagebhs.org

Advantage Behavioral Health Systems
Human Resource Recruiter, Julie Cox
250 North Avenue, Athens, Georgia 30601

Applicants are subject to criminal records, drug screening, employment, and/or background checks.

(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems

Advantage Behavioral Health Systems is an Equal Opportunity Employer