

Fourth Street Clinic

Finance Director

Position Title:	Finance Director
Department:	Administration
FSLA Status:	Exempt
Supervisor:	Chief Executive Director
Salary Range:	Competitive
Status:	Full Time
Amount of Travel:	Minimal, local

ORGANIZATION BACKGROUND:

Wasatch Homeless Health Care, Inc. (WHHC) dba Fourth Street Clinic, Salt Lake City's leading nonprofit health care provider for homeless Utahns operates with a core staff of approximately 50 and a volunteer network of more than 150. Annually, the health center provides services to over 5,200 homeless men, women and children with more than 33,000 medical, behavioral health (including substance abuse), dental services, case management and health education classes. Fourth Street Clinic has an onsite pharmacy that provided over 65,000 prescriptions.

POSITION OVERVIEW:

Under the direction of WHHC's CEO as well as reporting to the Finance Committee, the Finance Director is a senior management position that directs all financial activities including but not limited to; developing and monitoring compliance with financial policies and regulations, preparing and analyzing budgets, financial reports/projections, and managing the accounting functions and provides general oversight to the finance department.

As a member of WHHC, the Finance Director plays an integral role in determining the organization's long-term direction, strategies and initiatives

Core Responsibilities:

- Oversee all WHHC fiscal operations pursuant to the policies and directions of the Chief Executive Officer, Board of Directors and external regulations.
- Preparation of annual organization budget as well as individual grant budgets; coordinate all department budgets; work with all department heads throughout the year to ensure that expenditures adhere to legal and budgetary requirements.
- Work with Development Department and leadership team to track revenues and expenses from foundations, special events, and restricted grants and expenses.
- Develop, supervise, and coordinate all efforts to attain maximum third-party reimbursement including capitated arrangements.
- Develop and maintain corporate fee schedules and provider billing policies.
- Responsible for preparation of all regulatory financial reports (i.e. FSR, UDS, Medicare, Medicaid, IRS Form 990, state tax returns, 5500, etc.).
- Ensure all insurance coverage is in place each year; including but not limited to: directors' and officers', malpractice, general property, cyber, etc.
- Responsible for all financial accounting and reporting, procedures and internal controls for the finance department.
- Serve as principal liaison between WHHC and external accountants (e.g., independent auditors) and agencies responsible for financial audits, tax returns, and review of WHHC fiscal operations.
- Ensures vendor/tenant performance is regularly reviewed and competitive bidding processes utilized.
- Maintain a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet the operating needs of the organization.

Supervisory

- Identify, develop and recommend professional development needs/opportunities and coordinate/conduct appropriate training for staff.
- Participates in staff performance evaluations, formal and informal coaching.
- Participate in departmental recruitment, interviewing, and onboarding of new hires.
- Evaluate finance department structure and team; plan for continual improvement of efficiencies and effectiveness of both individuals and team members.

Leadership

- Supports and encourages a collaborative culture that values mutual respect, partnership, learning, trust, accountability, transparency and fairness.
- Models positive and appropriate professional behavior.
- Staffs the Finance Committee meeting of the health center's Board of Directors. Participate at the Board of Directors meetings; at the request of the Chief Executive Officer or board members.
- Participates in professional workgroups and organizations; as needed.
- Communicate departmental activities, changes and other related activities to appropriate personnel, committees or others as determined.
- Participate in strategic planning and annual operations/implementation planning.
- Provide strategic financial input and leadership on decision making issues affecting the organization.
- Other duties as assigned by the Chief Executive Officer.

Qualifications:

- Undergraduate degree from an accredited college or university in accounting, finance or health care finance administration; MBA or CPA preferred but not required.
- Strong accounting skills; versed in GAAP and FASB.
- Excellent leadership, customer service and organizational skills as well as the ability to effectively communicate the organization's vision.
- Prior experience with non-profit and federal contracts management desired but not required.
- Strong knowledge and experience in health care finance, including third party reimbursement mechanisms and federal guidelines regarding budget and financing helpful.
- Ability to effectively work independently as well as collaboratively as part of a team.
- Strong analytical, problem solving and interpersonal skills.
- Ability to think critically and multitask.
- Ability to analyze and interpret data and technical information.

If interested, please send cover letter and resume/CV to:

jobs@fourthstreetclinic.org

No phone calls please

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