



*Advancing health and wellness
through information technology*

Finance and Administration Director

Job Title: Finance and Administration Director
Reports To: Executive Director
FLSA Status: Full-Time, Exempt

Summary

The Finance and Administrative Director will be responsible for overseeing the finances, accounting and administrative functions for a non-profit organization, with one or more health information technology initiatives funded from the U.S. Department of Health and Human Services and/or the State of Arizona. This position is based in Phoenix, Arizona.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Produces annual budgets, and cash flow projections. Performs bank reconciliation, including review and approval, and produces "actual-to-budget" analysis on a monthly basis.
2. Implements fund-based accounting, to track multiple funding sources across resources.
3. Oversees and operates all financial systems, including general ledger, accounts receivable and payable, cost accounting, fixed asset accounting and reporting, and budgeting systems.
4. Compiles monthly financial results and compares actual performance against the business plan.
5. Acts as chief accounting officer, with responsibility for accounting entries and preparation of financial statements and related reports.
6. Tracks membership dues, and works with other staff for follow up on accounts receivable.
7. Operates check disbursement system.
8. Designs, implements, and maintains system of internal accounting controls.
9. Supervises company payroll with outsourced payroll firm; issues all governmental reports and year-end payroll tax information to employees.
10. Maintains authorized signature list and establishes individual authority levels.
11. Prepares federal, state, and other invoices.

12. Works with project directors/managers to ensure proper and on schedule project set-up, tracking and billing.
13. May delegate accounting or human resource functions to other personnel, and manage such personnel as appropriate.
14. Manages system implementation of accounting software, including necessary updates, to ensure organizational efficiency.
15. Interfaces and coordinates as necessary with external auditors.
16. Oversees human resource activities, including hiring processes and benefits analysis.
17. Serves as primary accounting interface for external vendors, and handles processing of associated accounts payable.
18. Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Undergraduate degree in Business Administration, Procurement & Contracting, Accounting, Finance or related field required. Master's degree in related field a plus. Minimum 7 years similar experience with non-profit organization. Motivated and self-starter with extensive knowledge and experience in federal and state (preferably Arizona) government contract relations, including familiarity and experience with OMB Circulars A-110, A-122, A-133, the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), U.S. Dept of Health & Human Services Grant Regulations (45 CFR Part 74), and Generally Accepted Accounting Principles (GAAP). Strong analytical and project management skills, especially in federal grants administration. Knowledgeable of federal and state labor laws. Experience with human resources administration for small organizations, including work with external payroll and benefits firms.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This includes availability to work non-regular hours as necessary, ability to periodically drive to and from clients, conference and event, and limited travel. 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.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. An employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and talk or hear.

Skills

- Advanced knowledge of QuickBooks, and Microsoft Office applications, specifically Word, Excel, PowerPoint and Outlook
- Clear and concise communication to all audiences through print and electronic media

- Proven ability to work independently as well as ability to effectively interact and maintain effective working relationships
- Ability to independently plan, organize, manage and prioritize multiple tasks and projects efficiently and effectively
- Ability to work in a fast-paced environment and consistently meet strict deadlines
- Detail oriented, especially as it relates to reporting requirements, and accounting.
- Familiarity with health information technology concepts and terminology a plus
- Ability to handle confidential information with discretion
- Ability to embrace changes and adjust quickly to work demands and shifting priorities
- Bi-lingual (Spanish-English) speaking, writing, reading a plus

Salary and Benefits

Salary range is anticipated to be \$70,000 to \$90,000, depending on experience. Medical, dental and 401(k) benefits are available. Two weeks of annual vacation. No relocation assistance available.

Company Overview

Arizona Health-e Connection (AzHeC) was established in January 2007, as a not-for-profit organization whose mission is to lead Arizona's establishment of health information exchange (HIE), and adoption of health information technology (HIT). Initially, AzHeC was a state-led program called upon by the Governor to comprehensively review issues and develop recommendations. Having accomplished that phase of our mission, we are now directed by a very diverse, private-public partnership to refine those recommendations and facilitate implementation. For more information, visit www.azhec.org.

To Apply

To apply for this position, send your resume to resumes@azhec.org by Friday, March 19, 2010. No phone calls please. If contacted for an interview, additional requirements will include providing recent references.