

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Assistant Director of Finance

DEPARTMENT: Finance

REPORTS TO: Director of Finance

FLSA STATUS: Exempt/Salary

APPROVED: April 2022

JOB SUMMARY: As directed by the Director of Finance, responsible for the agency's fiscal operations and provides day-to-day supervision of members of the Finance team and general accounting functions such as accounts payable, accounts receivable and financial analysis. Ensures accuracy and compliance with accounting policies and procedures. Researches and resolves related problems.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Supervises members of the Finance team, including oversight of agency financial operations such as – cash receipts and logging, accounts payable, accounts receivable and billing, general ledger, and PACE related accounting and reporting.
2. Works with Director of Finance in preparing and monitoring the agency budget and budget revision as well as allocation and overhead schedules.
3. Responsible for monthly reconciliation of the agency's bank accounts.
4. Works with the PACE reinsurance program, keeping track of claim totals, submitting claims and monitoring their progress, and the yearly renewal process.
5. Provides research and financial analysis on agency projects.
6. Works with auditors on the annual agency audit and other program fiscal audits as directed by the Director of Finance.
7. Works with outside agencies such as CMS, DHCS, HPMS on all PACE outside audits, part D reconciliations, DIR reporting, and P2P payments.
8. Attends all PACE related calls and meetings with Cal PACE, NPA, and other outside agencies.
9. Reviews the general ledger balance sheet account reconciliations. Balances general ledger by preparing a trial balance; reconciling entries.
10. Maintains fixed asset accounts, including additions and disposals, as directed by the Director of Finance.
11. Works with the Director of Finance on monthly financials, annual Milliman report, annual PACE rate development, monthly and annual financial reports to Area Agency on Aging, and other federal and state funding sources.
12. Contributes to the team effort by accomplishing related results as requested or needed.
13. Acts in a manner consistent with agency values.
14. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. Bachelor's degree with emphasis in Accounting or Finance, or other relative discipline preferred.
2. Minimum of three (3) years of progressively responsible fiscal management experience with an organization with a budget of 2 million or more required.
3. Minimum of two (2) years of supervisory responsibilities required.
4. Background in government or non-profit environment and fund accounting preferred.
5. Background in Medicare-Medi-cal funding preferred.

LICENSES OR CERTIFICATES:

1. Valid California Driver's License, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.
2. Requires Motor Vehicle Report verification.

JOB SKILLS/KNOWLEDGE:

1. Ability to prioritize work and meet high level of reporting and accounting deadlines.
2. Demonstrated knowledge of accounting.
3. Experience creating a variety of analytical reports.
4. Strong oral and written communication skills.
5. Ability to work within a management team.
6. Proven experience and knowledge of computer software programs and basic understanding of hardware systems.
7. Ability to develop financial recommendations to the CEO and Board of Directors, and to oversee long-term financial strategies for the agency.

SUPERVISORY REQUIREMENTS:

1. This position directly supervises finance staff.

PHYSICAL REQUIREMENTS:

1. Ability to sit at a desk and interact with a computer screen for extended periods of time.
2. Hand and arm strength sufficient to operate a keyboard for several hours each day.
3. Ability to lift up to 15 pounds.
4. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

Analysis of Physical Demands:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11-20 lbs.		X				Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl	X				
						Kneel		X			
Pushing/Pulling						Squat		X			
Under 10 lbs.			X			Sit					X
11-20 lbs.		X				Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces			X		
51-100 lbs.	X					Walk-Slippery Surfaces			X		
Over 100 lbs.	X					Stand			X		
Other						Driving		X			
Keyboard/Ten Key					X						
Fingering (Fine dexterity)					X						
Handling (grasping, holding)					X						
Repetitive Motion-Hands					X						
Repetitive Motion-Feet		X									

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date