



Finance Senior Director

Position Description

Position:	Finance Senior Director	Date:	08.04.23
Reports To:	Executive Director	FLSA Status:	Exempt
Supervision:	Supervises finance staff and contractors	Pay Type:	Salary
Hours:	1.0 FTE	Starting Range:	\$110,000 – 135,000

Approved By: Executive Director or Deputy Director

Date _____

1. Primary Purpose

The Finance Senior Director is a key member of the management team and is responsible for overseeing the financial operations of the Oregon Primary Care Association (OPCA) and its subsidiaries the Community Health Advocates of Oregon (CHAO) and the Oregon Network of Community Health Centers (ONCHC) and the ONCHC Accountable Care Organization (ACO). The ACO is a newly formed accountable care organization developed to participate in the Medicare Shared Savings Program (MSSP); ONCHC is a clinically integrated network focused on contracting with Medicaid payors and CHAO is currently in dormancy. The position's primary responsibility is to ensure the organizations have effective financial systems and procedures in place. The Finance Senior Director has oversight of the finance department, which is comprised of accounting, compliance, and finance operations functions. This position also has oversight of department staff professionals with expertise in department content areas and functions. Currently, there is one direct report staff member and consultants that augment internal capacity and provide back-up support to our finance team.

This position is responsible for oversight of all strategic and tactical accounting and financial-related activities of OPCA and its subsidiaries, including budgeting, forecasting, financial strategic planning, general ledger management, job costing, investor relationships, reporting and partnership compliance for private, government, and other institutional financing. The role also assures proper adherence to GAAP, federal and state accounting principles and serves as the organization's Compliance Officer.

2. Essential Duties and Responsibilities

Financial Strategy & Accounting:

- Together with the Executive Director and the board of directors, sets and implements OPCA's strategic financial priorities toward increased funding diversity, sustainable funding sources and strategic growth.

- Provides fiscal leadership to support achievement of short and long-term strategic financial goals, including planned growth over the next ten years.
- Builds and maintains a fiscal structure and financial practices, policies, and procedures responsive and adaptable to evolving business needs.
- Follows standard accounting practices in developing internal controls that are compliant with GAAP and applicable federal, state, and local regulatory laws and rules, or financial and tax reporting.
- Staffs the OPCA and ONCHC finance committees and supports their Treasurers as the financial liaison to the OPCA and ONCHC Boards.
- Oversees annual invoicing for OPCA members based on agreed upon dues structure.
- In collaboration with accounting staff, prepares audit work papers and annual Single Audit. Reports audit results to the Executive Director, finance committee, and board of directors.
- Responds to independent auditor, other agencies' auditors, finance committee and the Board as requested.
- Executes financial dashboards and report results to management, board of directors and membership (such as monthly, quarterly and year-end closing reports and schedules);
- Works closely with leadership team to manage federal, state, and private grants, and prepares timely and accurate budgets, financial reports and complies with draw down requirements.
- Establishes and maintains cost allocation process in compliance with requirements for management of federal funds, including month end journal entry process.
- Monitors all banking and investment activities and ensures adequate organizational cash flow.
- Oversees the development and maintenance of timely and accurate systems to maintain the general ledger, journals, and source documents.
- Oversees all payroll activities, including timesheets, taxes, withholdings, and other deductions. This includes a semi-annual time study for all staff.
- In partnership with accounting staff, facilitates the budget process: working with the Executive Director and Managers of Budgets to create annual budget for review by finance committee and approval by the board of directors.
- Helps to connect a complex financial system with the need to manage grant/program budgets; leads technical aspect of annual Bureau of Primary Health Care grant application submission including working with program leads on budget development.
- Analyzes current fiscal technology and system(s) and explores expanded or new technology/systems that support OPCA growth, efficiency, and financial stability. Maintains efficient fiscal technology and system(s) to keep up with current growth and technological advances.
- Oversees accounts payable and accounts receivable.
- Maintains compliance with OPCA's non-profit tax status and overall fiscal operations.
- Updates job knowledge by remaining aware of new regulations and best practices; participate in educational opportunities; reads professional publications; maintains professional networks; and participates in professional organizations.
- Works in collaboration with Investment Committee at OPCA to provide support to our two retirement plan trustees; sets annual committee meetings to evaluate current status of the 401k plan and highlight any areas needing attention; administers OPCA retirement plan through regular communication with staff, updates to employee accounts and ongoing work

with Third Party Administrator/Investment Vehicle/Financial Advisor, to ensure accuracy of information and a quality benefit program for all OPCA employees.

- Reviews, analyzes, develops, and implements OPCA Plans, Policies and Procedures, including everything from the Employee Handbook to Standard Operating Procedures covering accounting, compliance, and finance, seeking input from staff members, as needed.
- Acts as OPCA's Corporate Compliance Officer. Maintains accurate and up to date business liability and workers compensation insurance, as well as monitors and responds to OPCA risk management and compliance needs.
- Ensures operational excellence by imbedding quality improvement infrastructure and methods in all operational and finance efforts. Partners with staff to emphasize operational effectiveness, efficiency, sustainability, customer service, and staff engagement.

3. Essential Strategic & Leadership Responsibilities

- Applies OPCA's defined Equity Lens in all work.
- Supervises finance staff, with an emphasis on supporting team collaboration and individual mentorship and success. Hires, coaches, and counsels direct employees based on established policies and procedures.
- Oversight of Finance contractors and consultants.
- Serves as a member of OPCA leadership and may be an Executive Sponsor of select OPCA committees, as identified.
- Participates in leadership development, strategic planning, and goal setting for OPCA and its subsidiaries.
- Participates in and presents at Board of Director and Board Committee meetings for OPCA and ONCHC, as appropriate, including staffing the respective Board Finance Committees.
- Develops annual initiative budget, manages resources for program area, and provides budgetary guidance for additional department initiative budgets.
- Travels to represent OPCA at relevant conferences and meetings in order to maintain knowledge of landscape, build partnerships and promote brand awareness.

4. Other Duties and Responsibilities

- Conducts individual administrative duties (e.g., scheduling, time sheets, internal organization communications, etc.)
- Other operational duties as needed.

5. Knowledge, Skills, and Abilities

- Demonstrated proficiency, knowledge, and application of knowledge in non-profit financials and accounting.
- Experience and knowledge in change management (strategic planning, implementation, communication).
- Demonstrated competency in analyzing and interpreting organizational data to support accuracy, quality assurance, and improvement.
- Federal grant compliance and accounting experience
- Federally Qualified Health Center (FQHC) knowledge.
- Strong computer skills, including thorough knowledge of Word, Excel, Power Point, etc.
- Ability to lead and manage multiple complex projects simultaneously.

- Knowledge, skill, and ability to establish and maintain effective working relationships with a diverse variety of people, personalities, lived experiences and opinions.
- Excellent communication skills, both informal and formal communications, including listening, speaking, writing and facilitation of discussions where diverse opinions exist.
- Ability to think strategically and deliver technically.
- Ability to self-direct with a high degree of organization.
- Effectively represents OPCA in a wide variety of settings.

6. Minimum Qualifications and Experience

- Expert business knowledge with comprehensive understanding of the organization and functional area(s). Generally, requires a master's degree and/or 12+ years' experience; seven years management responsibility. Extensive knowledge of the field with advanced leadership skills.
- Fluency in written and spoken English required.
- Must be bondable.

7. Preferred Qualifications and Experience

- Experience with change management and operational innovation, implementation, and maintenance.
- Professional financial degree; CPA.
- Experience with MIP accounting software, and pivot tables in Excel.
- Understands or gains understanding of the public health approach to community health.

8. Specific Job Attributes

- **Job Complexity:** As an expert in the field, uses professional concepts in developing resolution to critical issues and broad design matters. Conducts highly complex and important work critical to the organization. Develops guidelines, processes, and procedures for multiple functional areas through directors/managers on their team. Responsible for resource allocation, including budget and personnel. Makes strategic decisions based on company goals and objectives.
- **Impact:** Responsible for work critical to the organization and its members. Failure to achieve goals will have critical impact on the success of the organization and possibly its members.
- **Degree of Work Direction & Project Management:** This level acts as the second-level executive to the top executive within a major functional area. Works largely without supervision. Exercises latitude in determining objectives and approaches to critical assignments. Makes decisions based on company and functional objectives and allocated resources.
- **Responsibilities as a Team Member:** Works closely with the Board of Directors and company leadership in the implementation and evaluation of organizational goals and strategic plans.
- **Internal & External Contacts & Communication:** Creates formal networks with key decision makers and will serve as external spokesperson for the organization and the Executive Director in their absence. Recognized as an influential leader.
- **Leadership & Supervision of Others:** Manages the work efforts of senior leaders and others. Responsible for hiring, firing, performance appraisals, and pay reviews. Makes decisions based on company and strategic objectives and allocated resources.

- **Innovation & Quality Improvement:** Leads improvement in functional area(s). Influences and aligns CHC leaders, partners, and other key stakeholders behind implementing innovative programs to improve health center and/or OPCA value. Builds partnerships to support innovation and improvement.
- **Responsibility for Administrative Work:** Responsible for project management of individual work, including monitoring and responding to deadlines, scheduling internal and external meetings, preparing agendas and tracking action items to advance projects, distributing relevant communications, and managing personal administrative needs, such as travel planning and expense reimbursement reports. May seek administrative support for team and program needs from program specialists and coordinators, based on needs and priorities of the organization and availability of team resources.
- **Budgetary & Fiscal Responsibility:** Responsible for developing and managing initiative budget. Responsible for following financial policies and procedures for any organizational expenditures, purchases or reimbursements. Participates in strategic needs assessment and planning for organization budget management and projection.

9. Travel Required

- In and out-of-state travel may be required for this position. If using a vehicle for work related travel, must possess valid Oregon driver license, provide proof of insurance and annual Motor Vehicle Record if using own vehicle, or be insurable if renting. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.

10. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA's members and other target audiences.
- Duties may be performed in both an office setting and out in Community Health Clinics.

11. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

Statement of OPCA Practices: OPCA is committed to continuous internal quality improvement practices. We work in a fast-moving, ever-changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the

ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

General Statement: Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

REQUIRED SIGNATURES

I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

Employee_____Date_____

Supervisor____Same as Executive Director_____Date_____

****Job description changes must go through the HR Sr. Manager for review and the Executive/Deputy Director for approval.***