



Position: Director of Finance and Administration

Reports To: Executive Vice President/CEO

Function: Assures the delivery of accounting, financial and administrative services.

Tasks:

- Oversees all accounting functions.
- Oversees banking and bank reconciliations.
- Assures compliance with applicable laws, regulations, best practices and agency policies and procedures.
- Responsible for all accounts receivable, accounts payable, third party billing.
- Manages cash flow.
- Maintains General Ledger.
- Monitors revenue and expenses and recommends measures to achieve cost savings.
- Prepares financial statements and customized reports, including cash flow, profit and loss, etc.
- Prepares budgets and claims for payment in accordance with City, State, and federal contract guidelines.
- Prepares Consolidated Fiscal Report (CFR) and supporting schedules.
- Oversees the maintenance of client accounts, client service dollars, and petty cash accounts for all programs.
- Assures the implementation of an internal audit program and manages annual external audits.
- Assures the delivery of all administrative services.
- Manages information technology services and systems.
- Oversees human resources.
- Recommends policies and develops procedures to assure delivery of fiscal, administrative and human resource services.
- Implements a comprehensive training program for fiscal, administrative and human resource staff.
- Implements the Health Insurance Portability and Accountability Act (HIPAA) Security Plan.
- Serves as HIPAA Security Officer.
- Provides support to program directors in developing mechanisms for training and oversight of program administrative assistants and administrative managers.
- Submits regular written reports, as requested.
- Attends agency Board of Directors meetings.
- Duties as assigned by supervisor.

Qualifications: CPA with Master's degree in accounting or finance or Bachelor's degree with 5 years experience in the role of chief financial officer. Knowledge of NYS CFR reporting required. Experience in health care, managed care contracting and LIHTC housing development preferred.

Salary: \$185,000 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer

Director of Human Resources

Email: SRoyer@acmhny.org

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, crisis support, and supportive housing. ACMH seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels. ACMH continues to expand services with an annual budget of \$38 million and more than 300 staff. For more information, visit our website: www.acmhny.org