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Connecting care with a culture of comprehensive wellness

Title: Director of Finance

Are you a visionary financial leader with a passion for driving strategic growth and operational excellence? American Indian Health and Family Services, a Federally Qualified Health Center in Southwest Detroit is seeking a dynamic Director of Finance to join our executive team just in time for the ground breaking of our New State-Of-Art facility, projected to be completed summer 2027!!!

Job Description

Job Title: Director of Finance
Department: Operations (sub-department: Finance)
Reports To: COO
Employment Category: Full-Time
FLSA Status: Exempt or Non-Exempt

Position Summary: This position manages the center's financial planning, accounting operations, grants management, and revenue cycle of the agency. This includes managing accounting and billing staff, reviewing and finalizing budgets, conducting financial analyses and preparing financial reports; cost allocations, developing and implementing an effective system of accounting; managing the payroll system and coordinating the medical billing and medical account receivable function. This position is a part of the Executive Team and works closely with department leaders.

Essential Duties and Responsibilities:

- Direct the daily operations of the finance department in order to ensure finances are managed according to legislation, policies, procedures, and Generally Accepted Accounting Principles (GAAP).
- Monitor and analyze accounting data and bank activity to provide effective financial advice, planning, reporting, and guidance.
- Develop agency budgets for both internal operations and grant application
- Provide accurate and timely monthly financial reporting for the CEO and the Board of Director's Finance Committee.
- Responsible for hiring, training, supervising, and developing Accounting and Billing staff.

- Reviews agency transactions and makes recommendations regarding GAAP.
- Reviews analyses of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives.
- Reviews grant allocation coding on purchase requisitions and expense report documentation for accuracy, and billing of expenses to appropriate grant accounts.
- Prepares monthly, quarterly, and annual financial grant reports in accordance with government and other grantor guidelines.
- Assist in budget preparation for all grant-funded programs in conjunction with program managers.
- Preparation of the annual operational budgets in collaboration with CEO and COO.
- Manage and coordinate with CPA firm the annual financial and single audit in accordance with OMB Circular A-133.
- Responds to the financial auditors' comments concerning finances and oversees required action to address deficiencies.
- Perform annual departmental functional and variance analysis.
- Prepare financial and billing information for annual Indian Health Service (IHS) site visit and meet with IHS representative to review the information and answer any related questions.
- Administers agency insurances including general liability, property, auto, directors, malpractice, worker's compensation, and any other insurance required.
- Responds to workers compensation audits by providing payroll data and other information required.
- Maintains oversight of general ledger and is responsible for monthly, quarterly, and yearly closing activities.
- Collects in-kind volunteer hour data and analyses data to provide contribution value for annual audit and UDS report.
- Develop all drafts and revisions for all finance and billing policies and procedures within the agency to ensure the provision of effective and efficient functions and services.
- Establishes and maintains internal controls to ensure compliance with financial legislation, policies, and procedures.
- Performs and/or oversees proper accounting of accounts payable, including invoice processing, obtaining approvals, check matching, and billing of expenses to proper grant accounts.
- Performs and/or oversees proper accounting of accounts receivable and medical accounts receivable, such as monthly billings, collections follow-up, recording payments in accounting system, entering deposits, and ensuring medical billing department is properly entering medical related payments into RPMS.
- Performs and/or oversees proper accounting of payroll processing function.
- Maintains and/or oversees centralized filing system for accounts payable, accounts receivable, payroll, audit, tax, insurance documents, purchase requisitions, medical billing, deposits, and bank reconciliations.
- Prepares and/or oversees Medicaid reconciliations.
- Prepares Medicare cost reports.
- Prepares Indirect cost proposals.
- Manage vendor relations and handle all discrepancies.
- Reviews and verifies accuracy of records and accounting for grant invoicing and reconciliation.
- Processes EFT bank transfers and Payment Management System drawdowns as required.
- Reviews and verifies accuracy of monthly bank account reconciliation.
- Reviews and verifies accuracy of tax filings and other government required documentation.

- Makes and /or reviews and approves all necessary accrual and manual journal entries.
- Communicates with front desk manager regarding medical billing when necessary.
- Oversees and/or assists Medical Billing Department with credentialing the agency and providers with various insurance plans.
- Reviews Medical Accounts Receivable for outstanding claims.
- Other duties as assigned.
- Assist in agency sponsored events.

Other Duties and Responsibilities:

- Strong Knowledge of Generally Accept Accounting Principles (GAAP).
- Advanced Knowledge and skills for preparing financial statements, budgets, general ledger entries and reconciliation, written reports and correspondence.
- Advanced skill in the use of personal computer, MS Office applications, and accounting software.
- Ability to make verbal presentations.

Education/Experience: Required Bachelor's Degree (Master's Preferred) in Finance/Accounting with 5+ years' experience. Experience with preparing annual Finance Audits. Experience with federal grants preferred. Departmental management and supervisory experience. Community Health Center or other medical/community services related experience preferred. Must be able to demonstrate requirements during the interview process.

Preferred Experience: Master's Degree in Finance/Accounting; Certification as a Public Accountant; Non-Profit experience; Health Center experience; FQHC experience; NMTC

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience and/or willing to work with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 3/2025