

**ADAMH BOARD OF FRANKLIN COUNTY
JOB DESCRIPTION**

Position Title: Senior Director, Finance
Salary: \$96,601 - \$115,921

This position will oversee significant aspects of financial transactions and fiscal processes for the ADAMH Board, including contracting, payroll, accounting, budgeting and management of the financial aspects of relationships with a network of more than thirty provider agencies.

Primary Responsibilities/Expected Outcomes:

- Monitors the fiscal health of the agency utilizing both routine and ad-hoc financial analysis.
- Develops short-term (fiscal year) and long-term (levy cycle) financial models.
- Ensures adherence to financial laws and guidelines; develops, reviews and monitors ADAMH fiscal policies and procedures.
- Routinely assesses and communicates financial and operational performance trends; uses appropriate metrics to identify areas of risk and opportunity; identifies opportunities to improve financial performance and accountability; develops strategic financial analyses for presentation to senior leadership.
- Oversees the development of annual provider and administrative budgets for approval by the Board of Trustees and County Commissioners. Leads assigned aspects of levy cycle management including engagement with Human Services Levy Review Committee.
- Oversees development and review of actions with fiscal impact for consideration of the Board of Trustees.
- Oversees ADAMH payroll processing team.
- Oversees budget and contracting processes and payment methodology for network of behavioral healthcare providers.
- Oversees all aspects of ADAMH purchasing, accounts payable, accounts receivable and accounting.
- Reviews financial regulatory reporting; monitors all financial reporting and report preparation, including grants reporting; applies principles of data governance to ensure integrity of financial data systems.
- Plans and executes team and cross functional projects; utilizes project management tools to ensure successful oversight and completion.
- Assists with the development of the Franklin County Strategic Business Plan and creates action plans to address goals/results.
- Under the direction of the Chief Financial Officer, makes presentations to the Board of Trustees, ADAMH staff, county commissioners, county staff, providers and the public in ways appropriate to the specific audience.
- Under the direction of the Chief Financial Officer, leads assigned audit and internal control

operations.

- Supervises, trains, and provides work direction and problem-solving assistance for personnel, including oversight of daily operations and performance monitoring of assigned staff.
- Other duties as assigned.
- Must be willing to undertake some travel.

Core Competencies/Demonstrated Skills:

Education: Bachelor's Degree in Accounting, Business, Finance or Public Administration or equivalent combination of education and experience.

Experience: Five (5) years' work experience with public sector budgeting or accounting.

Three (3) years' work experience in statistical analysis and business management.

Three (3) years' work experience using various computer software applications, including spreadsheet, data base and word processing applications.

Three (3) years of management and supervisory experience.

Skills:

Excellent written and oral communication skills.

Expert team management, interpersonal, and organizational skills.

Expert knowledge of MS Office (Excel, PowerPoint, Visio) and PM tools (BrightWork).

Finance experience in a highly visible public sector agency, private corporation or philanthropic foundation preferred.

High level of accounting and finance expertise.

Inclusive and equitable leadership and management style.

Ability to work collaboratively with internal and external partners, service providers, local government officers and community partners.

Ability to adapt to a changing environment.

Ability to attract, retain, and develop a diverse team.

Ability to communicate complex funding mechanisms to a diverse group of stakeholders in a clear and succinct manner.

Ability to cultivate a diverse, equitable and inclusive work environment in which concerns are addressed effectively.

Ability to plan & coordinate completion of tasks in a multi-deadline environment.

Ability to think ahead, plan long-term decisions, and anticipate outcomes.

Ability to transform technical documentation into a story.

Proven analytical capability and data-driven decision-making.

Superior presentation and negotiation skills.

Strong analytical and problem-solving skills with strong attention to detail.

Strong communication skills to share insights with multiple stakeholders.

FLSA Classification: Exempt
Classification Status: Unclassified

Pay Grade: 14

Benefits Highlights:

- Extensive health benefits for all full-time employees.
- Life insurance coverage for all full-time employees.
- Guaranteed 10 paid holidays every year.
- A 19 percent employer contribution to your OPERS pension plan.
- Wellness incentives for employees/spouses enrolled in healthcare.

See more information on our benefits programs

at: <https://newbewell.franklincountyohio.gov/Benefits/Programs>

*** Please submit resume and cover letter and application at this link:**

<https://adamhfranklin2.applicantstack.com/x/apply/a2izngyuxus3>