



Finance Director Fairfield County ADAMH Board

Lancaster, Ohio

Organizational Background

The [Fairfield County Alcohol, Drug Addiction and Mental Health \(ADAMH\) Board](#) is responsible for the planning, funding, and monitoring of mental health, addiction, and recovery services in Fairfield County, Ohio. Its mission is to promote healing, support recovery, and provide prevention and treatment services for mental health and addiction disorders within the community. Mental health, inpatient psychiatric, substance use, domestic violence, and other social services are offered through ADAMH's provider network.

The organization is led by a 14-member Board of Directors and nine staff members. The combined operating and capital budget is \$12M, with local levy funds serving as the primary revenue source (\$6M annually). Other funding is also received from state and federal sources.

ADAMH has a track record of success. Last year, 15,000 persons received prevention, recovery supports, and treatment services through its provider network. In 2022, the organization plans on opening a new crisis stabilization unit. The organization has changed its funding model to focus on services of greatest need and cost-effectiveness. ADAMH has also started a new prevention funding model that empowers local school districts to choose services most needed for their student populations.

ADAMH is located in Lancaster, Ohio, near the Hocking River and about 33 miles southeast of Columbus, Ohio. Historic Downtown Lancaster offers eclectic and unique shopping, access to multiple restaurants, and many arts, theater, and music events.

To learn more about the organization, go to <https://fairfieldadamh.org>.

Position Summary

ADAMH seeks an experienced and highly skilled Finance Director to support all areas of the organization, including financial management, contract management, budgeting, auditing, and internal controls. The position will possess superior technical, operational, and leadership skills. The position reports to the Executive Director and directly supervises four staff positions, including the Finance Assistant, Director of Management Information Systems, Property and Construction Manager (to be hired), and part-time

Computer Specialist (to be hired). The Finance Director is responsible for a combined \$12M annual operating and construction budget.

Responsibilities

Leadership and Administration

- Help develop and execute multi-year financial strategies that advance ADAMH's priorities and impact.
- Promote administrative excellence, leadership, creativity, collaboration, transparency, and accountability throughout ADAMH and its funded agencies.
- Supervise, mentor, and evaluate four finance and operations staff members.
- Build and maintain strong relationships with the ADAMH provider network, the Fairfield County Commissioners and staff, and other local, state, and federal divisions and organizations.
- Work closely with the ADAMH Executive Director and Board of Directors to strengthen overall organizational capacity and impact.

Financial Strategy and Management

- Analyze and present financial reports in an accurate and timely manner; share financial statements monthly and annually; collate financial reporting materials for Ohio Department of Mental Health and Addiction Services, Fairfield County, and other funders; and oversee all financial, project/program, and grants accounting.
- Oversee and lead the annual budgeting and planning process in conjunction with the Executive Director; set budgetary goals and objectives; work with Fairfield County in budget implementation and reporting processes; and keep the Executive Director abreast of the organization's financial status.
- Manage organizational cash flow and forecasting to support operational requirements.

Grant and Contract Management

- Direct grants/contracts management and monitoring, including helping design program budgets and providing decision support to management, staff, and all agency and non-agency contracts.
- Assure costs and fees for paid services are fair and reasonable for the market.
- Forecast and track grant spending and ensure all grants are spent appropriately, and requirements and regulations are fulfilled satisfactorily.
- Ensure that the contract billing and collection schedule is maintained.

Auditing, Compliance, and Reporting

- Coordinate and lead the annual audit and any other state, federal, or special audits; liaise with external auditors; and assess any changes necessary.
- Assure that contract agency audits are completed annually, and corresponding corrective actions are completed.
- Establish, implement, and update all necessary business policies and accounting practices to ensure compliance with Fairfield County and other federal, state, and local governmental agencies.
- In collaboration with program staff, assure Ohio Department of Mental Health and Addiction Services Annual Assurances and Agreements requirements are met.

- Remain current on nonprofit GAAP accounting, reporting and control best practices, HIPAA, and state and federal law regarding nonprofit financial operations.

Operations

- Coordinate with the Finance Assistant to administer payroll and benefits.
- Oversee processing by Financial Assistant of all revenues, receivables, and payables.
- Identify and manage business risks and insurance contracts.
- Support the Information Technology team to set and execute its IT strategy, including maintaining ADAMH's information within Great Office System Helper (GOSH) and Munis, ADAMH's accounting/ERP system.
- Oversee the facilities team to ensure facilities and assets are functioning appropriately and meeting organizational needs, and direct any building projects and improvements.
- Supervise filing systems for all administrative, contract, grant, and financial records.

Professional Qualifications and Experience

- A Master's degree in business administration, public administration, or accounting (or similar) and a minimum of 10 years of broad financial experience in increasing roles of responsibility with at least five years in a financial management role. At a minimum, a Bachelor's degree in business administration or accounting is required or equivalent in education.
- Experience in nonprofit accounting, including fund and grant accounting, compliance, and reporting; experience in health care or social services is a plus.
- Excellent knowledge of business principles and techniques of administration, organization, managerial accounting, and GAAP finance principles.
- Supervisory experience and a demonstrated ability to develop and lead others.
- Successful experience managing a budget of at least \$8M.
- A track record in local, state, and federal grants and contract management.
- Able to work effectively with a diverse population of staff, agencies, and government.
- Strong organizational skills and ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Excellent communication skills, both orally and in writing, including the ability to communicate effectively interpersonally, within groups, and with persons with varying levels of financial knowledge.
- Strong analytical skills and the ability to develop and present concise and clear solutions.
- Knowledge of the MUNIS accounting system and GOSH claims system is beneficial but not required.
- Ability to engage in a demanding work schedule with occasional travel.
- Commitment to ADAMH's mission, vision, and values.

Personal Characteristics or Attributes

Ideally, the Finance Director will be accessible, empathetic, ethical, diplomatic, decisive, resourceful, and politically savvy. The person will be a self-starter who is eager to explore opportunities.

Compensation

The salary and benefits are competitive. Benefits include health, dental, and vision coverage; life insurance; disability; retirement through the Ohio Public Employees Retirement System; vacation time; sick leave; holidays; and personal leave days. The employee would also have access to a robust wellness program, a county-owned fitness room, and a county health clinic.

The successful candidate must be willing to relocate to the region within 3-6 months.

Statement of Non-Discrimination

ADAMH is an Equal Employment Opportunity Employer and does not discriminate based on age, sex, race, color, religion, disability, military status, genetic testing, or national origin. ADAMH actively seeks a diverse pool of candidates and welcomes applications from all qualified candidates.

Application Process

To apply for this position, please submit your cover letter and resume electronically (see link below) to Gretchen Kunkel at The Moran Company.

The cover letter should highlight your qualifications and experiences and how they align with ADAMH's requirements. Particular attention should be given to communicating your past experiences and achievements within governmental and nonprofit institutions, especially those within health care or social service. [**APPLY NOW**](#)