



POSITION TITLE: Finance Director

REPORTS TO: President / Executive Director

CLASSIFICATION: Part-time

Please submit cover letter and resume to Jenni Rook, Executive Director jrook@thrivecc.org.

Thrive Overview: The Thrive Counseling Center, LLC is a 501(c)3 organization treating mental and behavioral health clients in the near west suburbs of Chicago. The organization is run with a focus on three key tenets of care delivery, excellent **people**, efficient **processes**, and a focus on **patient services**.

Job Purpose: The Finance Director maintains the financial reporting, auditing, and budgeting processes that enable delivery of mental and behavioral health services

Essential Job Functions/Responsibilities

Primary Responsibilities:

People

- Supervise and evaluate the performance of staff that support the billing and reimbursement functions.
- Supervise vendors that facilitate billing and credentialing of staff.
- Supervise vendors that conducting annual accounting audits.
- Support Development Director with charitable intake and preparing financial presentations to potential donors.
- Support leadership team in managing key client volume, provider capacity, and reimbursement analyses.

Processes

- Prepare monthly financial reports, with the assistance of billing and reimbursement vendors, that track agency performance in delivery of youth, adult, crisis and psychiatry services.
- Engage with Executive Director, Clinical Director, and Development Director to identify and address key trends and insights from financial reporting that can enable delivery of services.
- Prepare quarterly reports, with the assistance of billing and reimbursement vendors, to present balance sheet, income statement, and statement of cash flows to the Thrive leadership team and to the Board of Directors.
- Present financial trends and insights to the Thrive Board of Directors on a quarterly basis.
- Manage the annual budgeting process.
- Manage key billing and reimbursement tools (i.e., EHR, claims audits) with Executive Director and Clinical Director to ensure that Thrive receives the appropriate reimbursement for its services.
- Manage accounts payable and accounts receivable within the agency.

- Sets all accounting policies, procedures and processes, and ensuring policies are implemented.
- Manages the release of the agency's annual 990 filing.

Patient Services

- Oversees service pricing and contracting for Thrive's services.
- Ensures all capital expenditures are managed within budget and are properly authorized.
- Recommends to senior management appropriate administrative targets and benchmarks.
- Provides clear direction on long range planning and annual budget including financial improvement activities.

Leadership Expectations:

Internal

- Oversee the capital expenditure budget.
- Participate in Strategic Planning.
- Work closely with Finance Director on regulatory requirements related to CARF accreditation.
- Participate in committee work as requested.

External

- Be an active presence in the community to further the agency and its mission.
- Represent the agency with integrity and abide by the ethical statement of the agency and protect confidentiality.
- Identify and participate in the grant and fundraising process for continuation of and enhancement of program funding.

Accountability:

- In the absence of the President/Executive Director, the Finance Director shall assume, in collaboration with the Clinical Director, the full authority and responsibility for the agency's program and direct service personnel and serve as liaison to the Board of Directors and community and state organizations.
- Reports directly to the President/Executive Director.
- Adheres to all agency policies and procedures.

Qualifications:

- Bachelor's Degree in Accounting, Finance, or related field
- Excellent knowledge of GAAP accounting principles, procedures, and methods
- Experience in cost accounting and budgeting methodologies
- Proficiency in spreadsheet, statistical, and data-base software packages
- Excellent communication skills including presentation, written, verbal, and listening
- Ability to take complex financial information and explain in a simple business-oriented manner
- Willingness to learn and ask questions (including tough questions)
- 8 years in a finance leadership role or capacity
- Certified Public Accountant

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The position description should not be construed to imply that these are the only duties, responsibilities, and qualifications for the position. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required.