



POSITION EXPECTATIONS

TITLE: FINANCE DIRECTOR

Our mission is to provide community-centered mental health services that empower individuals and families to build resilience and lead lives filled with meaning, connection, and hope.

Job Summary: The Finance Director, reporting to the Executive Director, oversees the financial operations of the organization, ensuring fiscal health and stability. This position ensures the agency adheres to a sustainable business model and engages in both annual and long-range financial planning and budgeting. The Finance Director provides regular reports and updates to the President/Executive Director and Board of Directors and empowers the leadership team to run their departments with current and projected financial data. This position ensures Thrive adheres to internal controls and best practices according to GAAP. The Finance Director works closely with the finance committee of the board of directors to provide insights and recommendations for financial decisions.

Essential Job Functions/Responsibilities:

- Establish and maintain effective internal controls to safeguard the organization's assets and ensure compliance with financial policies and regulations.
- Develop all accounting policies, procedures and processes, and ensure policies are implemented.
- Regularly review and update financial procedures to improve efficiency and transparency.
- Oversee the accounting and data specialist, ensuring compliance with accounting policies and timely submission of data requests.
- Manage accounts payable, accounts receivable and payroll within the agency.
- Ensure all capital expenditures are managed within budget and are properly authorized.
- Ensure accurate and timely preparation of financial statements and reports in accordance with GAAP and nonprofit accounting standards.
- Prepare and present regular financial reports to the board of directors, highlighting key trends and areas of concern.
- Support the Development Director with charitable intake and preparing financial presentations to potential donors.
- Prepare grant budgets and submit monthly and quarterly invoices/reports
- Monitor grant spending, ensuring compliance with requirements in the grant.
- Oversee the client relations and billing specialists, ensuring quality client care and communication, and maximum collection on fees for service.
- Maximize 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 and monitor Thrive's sliding scale and other financial hardship requests, ensuring alignment with associated procedures.
- Guide the annual budgeting process, engaging the Leadership Team in providing input.

- Conduct financial forecasting and modeling to project future financial performance and inform strategic decisions.
- Oversee the organization's audit process and ensure compliance with all regulatory requirements.
- Manage the release of the agency's annual 990 filing.
- Collaborate with the executive team to develop and implement financial strategies aligned with the organization's mission and goals.
- Manage relationships with key third party vendors, such as auditors, bankers and 401K providers.
- Provide additional reporting to Leadership team and Board of Directors as needed.

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

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk and listen.
- The employee is frequently required to use hands to key, handle, or feel and reach with hands and arms.
- The employee is regularly required to sit or stand for prolonged periods of time.
- The employee must occasionally lift and/or move up to 10 pounds.

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.

Culture, Values, and Philosophy:

Thrive employees are expected to uphold the organization's values of Compassion, Diversity, Equity, & Inclusion, Collaboration, Accessibility, and Innovation. Thrive employs a person-centered model of care and respects the people we serve as the authority on themselves and their needs. Thrive is only successful when it is fully integrated into the community and expects our employees to participate in a larger system of partners and resources. We meet our clients' needs on a continuum of care based on Maslow's hierarchy and make our best effort to support them at every level.

Thrive fosters continued professional development and believes in the importance of employees maintaining their own personal well-being. Our team is committed to nurturing a work environment where all feel supported and valued. We honor this commitment by approaching each other with compassion, embracing humility, counseling rather than canceling, appreciating authenticity, assuming responsibility, and recognizing when it is time to speak up or step back.

ACCEPTED: _____

Date: _____