



Job Title: Director of Finance
Reports to: Chief Executive Officer
Department: Finance

FLSA Status: Exempt
Grade: 20

Summary Overview:

The Director of Finance is responsible for management, oversight and the strategic direction of Access Health CT (AHCT) financial operation. S/he establishes financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Director of Finance also oversees cost and general accounting, accounts receivable/collection and risk management along with payroll and benefits and the Executive Project Management Office (EPMO). The Director of Finance reports to the Chief Executive Officer and manages finance & EPMO department staff.

Essential Duties and Responsibilities:

- Guides financial decisions by establishing, monitoring and enforcing policies and procedures. Oversee the development of new policies and procedures as they relate to financial operations.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Monitors organization's incoming assessments; makes recommendations to the CEO regarding future assessments to support of AHCT's sustainability.
- Provides status of financial condition of the company by collecting, interpreting and reporting key financial data.
- Develops financial modeling for short and long-term strategic initiatives.
- Ensures compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
- Arranges for audits as required and appropriate.
- Responsible for the development of an annual budget. Manages budget and controls expenses effectively.
- Hires, trains, develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with company policy. Consults with Human Resources as appropriate.
- Reports AHCT financial position at Board of Directors meetings and meets regularly with the Finance Committee of the Board.
- Collaborates with key personnel from other State agencies in policy and program development.

- Oversee day-to-day processes of the finance and accounting department, which include financial statement processes, controller-related processes and systems, budgeting processes, accounts payable, payroll and benefits and annual audit.
- Provide financial oversight to the procurement of outside vendors for the AHCT.
- Oversight of the Executive Project Management Office (EPMO) and supervision of the Associate Director of EPMO
- Actively participate in the Senior Leadership Team, ensuring that information is consistently shared with team members.
- Collaborate with other Senior Leadership Team members in developing the goals and objectives for AHCT. Supports Exchange-wide strategic initiatives as needed.

Department Management

- Attend all required management training
- Encourage employee growth and development
- Prepare mid-year and annual performance reviews for direct reports
- Meet with staff on a bi-weekly basis
- Review and approve timecards for direct reports
- Maintain and prepare department budget
- Hold direct reports accountable for reaching their goals
- Represent the Exchange at local, state and national health reform forums
- Demonstrate the company's Values

Qualifications and Requirements:

- Master's Degree in Public Administration, Business Administration, Finance or equivalent required with a minimum of 10 years of relevant experience.
- Strong management abilities and 7 to 10 years of experience managing a finance team.
- Considerable experience with health care systems, and health insurance.
- Superior analytical and actuarial skills.
- Demonstrate the ability to work within a fast-paced, quickly evolving organization.
- Ability to manage multiple, complex priorities and respond to changes effectively.
- Candidate must be a committed team player with exceptional interpersonal, problem-solving, and communications skills.
- Demonstrated success in working with a diverse group of stakeholders.
- Project Management experience preferred

Competencies:

- Financial Management
- Strategic Thinking
- Business Acumen
- Ethical Conduct
- Technical Capacity
- Performance Management

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, speak, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in-office role 2 days per week and remote 3 days per week. In office, the noise level in the work environment is usually low. Presentations to the Board of Directors required. Requires fast-paced deadlines and has a high stress at times. Occasional travel required.

Equal Opportunity and Affirmative Action Employer

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