

Tennessee Primary Care Association - Job Description

Position Title: Finance Director
Classification: Full Time
Reports to: Chief Executive Officer
Salary Range: \$80,000 - \$90,000 Annually

Direct Reports: Staff Accountant

Introduction:

As the membership organization for the state's community health centers, the Tennessee Primary Care Association's (TPCA) mission is to provide leadership, advocacy, and support as the voice of 30 non-profit primary care organizations. The association operates on an annual budget of approximately \$3 million and is a bridge between community needs and the decision makers at the federal, state, local, and corporate levels.

The Finance Director contributes to this work by managing all aspects of the finances of the Association, translating financial data into actionable information, providing staff support and guidance in the areas of finance and budget, providing financial information required for achieving strategic objectives, reporting of existing funds, and procuring new funds.

Job Summary:

- Under direct supervision of the CEO, lead the organization in all financial and accounting strategic development, including financial modeling, performance and risk analysis, and accounting controls and best practices.
- Oversee all fiscal operations including accounts receivable and payable, payroll, fee schedules, billing and collections, purchasing, and inventory control.
- Develop and initiate systems, policies, and procedures for transacting financial matters.
- Ensure that the accounting system is accurate, efficient and in accordance with professional accounting practices and governmental regulations.
- Prepare monthly financial statements, maintain timely and accurate financial accounting records on the accrual basis, and prepare operational statistical reports to track health center performance for key measures.
- Train, supervise, and evaluate staff accountant.
- Provide grants management support as the lead grant accountant.
- Manage TPCA's benefits administration program.
- Participate as an integral part of the senior management team.

Essential Duties:

Duty 1: Lead Financial Operations and Financial Compliance for TPCA

- Actively manage day-to-day accounting and financial operations of TPCA. Oversee all accounts, ledgers, financial software, and reporting systems to ensure policies and procedures are compliant with generally accepted accounting principles (GAAP).
- Daily use of Financial Edge for accounting, financial analysis, and reporting, while serving as the administrator for the platform, including account security, grant budget entries, and budget adjustments.

- Ensure that all statutory requirements of the organization are met including necessary tax filings.
- Oversee work of TPCA staff accountant including accounts payable and receivable processes and management of semi-monthly payroll process and bank reconciliations.
- Work with the 403(b) plan administrator to assure legal compliance and file all appropriate reports.
- Prepare for and facilitate the annual fiscal and single audit including interacting with independent auditors and providing all schedules and data requested.
- Oversee the procurement and maintenance of business and any other necessary insurance.

Duty 2: Lead TPCA Business Planning and Financial Sustainability Efforts

- Maintain comprehensive understanding of TPCA financial position, forecast opportunities and challenges, and proactively work with leadership to plan actions.
- Provide ongoing staff training and coaching in the areas of budget development, budget management, fiscal accountability, and finance procedures.
- Meet at least quarterly with both the TPCA Finance Committee and Board of Directors to present financial statements, financial status of the organization, and any other requested financial information.
- Lead the organization in the development of TPCA annual budget with the goals of maximizing all available contract and grant revenue, meeting all grant and program goals, ensuring a balanced budget, and providing the organization with actionable reporting to properly execute the budget throughout the year.
- Support the CEO in making management decisions by identifying and analyzing financial trends and providing input.
- Support CEO and other staff in efforts to locate, plan, and apply for new funding (grants, contracts, unrestricted revenue sources).

Duty 3: Manage the Financial Aspects of the Association's Grants and Contracts

- File quarterly and annual reports to appropriate funders related to funds draws and expenditures.
- Meet monthly with program directors and CEO to monitor, review, and adjust as necessary the status of various grants and expenditures; staff allocations, create budget versus actual ratios, track expenditures, draws, invoicing, and receipts separately for each grant and contract, and review each TPCA funding source to assure compliance with its requirements.
- Provide budgets for new funding source applications, create financial progress reports for funding sources, and contribute financial and budget data for continuing applications, carryover and budget revision requests.
- Develop knowledge in federal and state grants and contract management and contribute ideas for the development of sound financial management and compliance practices.
- Assist organizational departments in developing and managing budgets that meet grants management needs, including monitoring funded projects to prevent over-expenditure of funds, ineligible expenditures, and ensure awards are fully expended.

Duty 4: Manage Staff Benefits Administration

- Secure, manage, and oversee administration of staff compensation and benefits including maintaining employee insurance plans.
- Keep apprised of federal, state and local compensation laws and benefit regulations in order to assure legal compliance of compensation and benefits processes.
- Assure legal compliance related to personnel records including time and effort reporting.

Duty 5: Supervision and Administrative Duties

- Supervise direct reports by monitoring workload, assessing job proficiency, and offering training, developing performance goals, giving on-going feedback, communicating clear expectations, evaluating performance and providing recognition for excellent performance.
- Complete and deliver performance reviews for supervised staff.
- Review, approve and complete TPCA-related forms and activities for supervised staff.

Duty 6: Support TPCA by Supporting TPCA Policies, Procedures, and Participating in Staff Activities

- Maintain knowledge of TPCA policies, procedures, and software.
- Serve as a member of the TPCA Leadership Team.
- Participate in TPCA staff huddles, staff meetings and pertinent conferences and meetings.
- Provide staff support at Association sponsored events, such as the Annual Conference and President's Dinner.
- Participate as a member of the TPCA Corporate Compliance Team tasked with the oversight of the TPCA's financial compliance program and complete follow up actions as assigned.
- Perform other tasks and duties as identified by the immediate supervisor.

Minimum Qualifications:

- Bachelor's degree required (Master's degree preferred) in Accounting, Business, or related field.
- Minimum of five years of job experience in finance and/or accounting with exposure to grant accounting and compliance.
- Two or more years of managerial experience.

Knowledge, Skills, and Abilities:

- Excellent administrative and accounting skills and knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to translate financial information into actionable data.
- Knowledge of financially related federal and state regulations and familiarity with nonprofit accounting practices.
- Proactive work style, ability to work autonomously, organize multiple tasks and meet deadlines.
- Ability to communicate and work effectively with other staff, association members, community-based organizations, health center staff, and customer/client groups.
- Excellent computer skills, particularly Microsoft Office.
- Experience on enterprise accounting systems with a willingness to learn Financial Edge accounting software platform.
- Fluency in written and spoken English.

Work Environment (includes physical requirements):

- Office environment.
- Prolonged sitting, use of computer, monitor, and keyboard; occasionally lifting of lightweight boxes.
- Occasional (10% or less travel) to health centers, local travel, and some national travel.

Contact Information and Procedure:

Interested candidates should apply by submitting their application in TPCA's online application system by June 30, 2022 [Apply here](#). (If you are having trouble with the link, visit our website listed below and click on Resources, Career Center, and then visit jobs at TN Primary Care Association)

The position will remain open until filled by an excellent candidate. No email applications or applications in any other system will be accepted; no telephone inquiries, please.

Tennessee Primary Care Association
710 Spence Lane
Nashville, TN 37217
<http://www.tnpca.org>

TPCA offers a comprehensive benefits package that includes paid vacation, sick leave, and holidays, paid medical, dental and life insurance, paid long-term disability insurance, and participation in a 403(b) retirement plan. In addition, TPCA offers elective participation in employee-paid benefits including Flexible Spending Account, Dependent Care Savings Account, vision insurance, and AFLAC insurance options.

It is the policy of TPCA that all applicants are entitled to equal employment opportunity regardless of race, national origin, religion, age, sex (including pregnancy or related medical conditions), gender identity or expression, sexual orientation, disability, genetic condition, marital status, or veteran status (past, present, or future service in the Uniformed Services of the United States), or other protected characteristics or identity as required by local, state, and federal law.

This position will be supported in part by grant funding from the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS).