

Health District

OF NORTHERN LARIMER COUNTY

Position Description

Position Title Assistant Finance Director

Career Level/Grade M3

Position Overview

The Assistant Finance Director will assist with managing, directing and supervising accounting and financial activities of the Finance Department, providing technical expertise and resolution for issues that require an in-depth knowledge of the functional area, where problems may not be clearly defined. Activities include the preparation and review of financial statements, annual budget preparation process and annual audit preparation. The Assistant Finance Director serves as the primary representative of the Finance Department within the organization and for external contacts in the absence of the Director.

The Assistant Finance Director will also be responsible for the duties of one major accounting function within the Finance Department (payroll/benefits, accounts payable, accounts receivable or grants).

Supervision and Fiscal Responsibilities

Oversees the work of experienced level professionals.

Regularly advises teams on moderately complex matters.

Examples of Duties

- Monitor financial transactions including accounts receivable, accounts payable, payroll/benefits, billing, grant accounting, general ledger, and revenues.
- Assist with analyzing financial information and preparing monthly reports and financial statements.
- Participate in the development and implementation of goals, objectives, policies, priorities, and management of the budget of the department.
- Participate in leading the team and developing policies and procedures.
- Prepare and post monthly journal entries making corrections when needed.
- In the absence of the Finance Director, carry out the functional and operational responsibilities of the Finance Department in accordance with sound accounting and financial management principles.
- In the absence of the Finance Director oversee the activities of department accountants ensuring accuracy and timeliness of accounting transactions.
- Perform administrative duties for the Finance Director and other management staff including a wide variety of general and complex administrative duties; work with professionals requiring knowledge of programs and policies; respond to inquiries for information from other program directors and coordinators, third party vendors, and other public agencies.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Bachelor's Degree in accounting, finance, business administration, or related field with 7 - 9 years of related and/or supervisory experience.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Knowledge of accounting theory, principles, and practices; management information systems; budgeting; computerized financial applications; payroll, accounts payable, and accounts receivable functions; financial reporting requirements.

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- Knowledge of Finance Department operations.
- Strong skills in Microsoft Dynamics GP accounting software, Dentrix Enterprise Dental Practice Management Software, timekeeping software, professional business software applications (Microsoft Office Suite (Word, Excel, Outlook and PowerPoint), 10-key calculator, telephone, photocopier, fax machine and other business/office equipment.
- Skills in spreadsheet design, presentations, and cash flow projections.
- Good computer skills with the ability to learn new software.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Strong attention to detail with a high level of accuracy.
- Good verbal and written communication skills.
- Ability to maintain confidentiality.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to build partnerships, appropriately influence, foster talent and coach others.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

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Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.