



## FINANCIAL MANAGER

### FUNCTIONAL DEFINITION:

This is advanced professional and administrative work encompassing major financial control responsibilities for a BCBH contract agency. The work requires the application of prescribed accounting principles to financial transactions related to the preparation, maintenance and analysis of fiscal operations. The incumbent reports directly to the Executive Director regarding proposed fiscal policy, plans, and procedures and on the agency's overall financial status. Additionally, the incumbent provides supervision/training for supporting technical/clerical staff.

Generally, the work includes directing the preparation and control of fund accounting, budgets, accounts payable/receivable, purchasing, payroll and computer processing when applicable. These responsibilities are normally discharged in accordance with financial precedents and in conformity with federal, state and county guidelines; however, establishment and/or modification of policies and procedures may be required.

### EXAMPLES OF WORK PERFORMED, KNOWLEDGE AND ABILITIES:

- Responsible for the maintenance of general and subsidiary ledgers
- Responsible for establishment and maintenance of effective billing systems related to patient liability and third party payors
- Prepares cost/income projections, records, tax and internal/external fiscal management reports
- Controls/approves disbursement of funds for payroll, supplies, equipment and services
- Controls cash flow
- Directs preparation of monthly balances
- Administers and maintains agency insurance programs
- Directs rent, lease and general contract negotiations
- Coordinates management of long and short-term investment funds when appropriate
- Maintains fixed asset ledger
- Establishes procedures for inventory control
- Reviews and reconciles bank and other financial statements and accounts
- Recruits, interviews and hires and evaluates subordinate professional/clerical staff
- Verifies and submits periodic reports to taxing authorities
- Thorough knowledge of auditing and cost accounting procedures
- Ability to assemble, analyze and prepare reports and statements of financial data
- Ability to train and supervise both professional and non-professional staff

### REQUIRED MINIMUM QUALIFICATIONS:

Four years of professional accounting experience and graduation from a four year college or university; including fifteen credits in accounting. Four years of bookkeeping experience and eighteen credits in accounting may be substituted for college graduation.

NOTE: This classification will be allocated for only one position per catchment area agency or corporation whose accounting system is on an accrual basis and whose annual MH/MR budget (including income generated as a result of MH/MR funding) equals or exceeds \$500,000.00.