



Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

Position Title: Director of Finance

Reports To: President/CEO

Job Classification: Exempt, Part-Time or Full-time

Starting Salary Range: \$95,000-\$130,000 (Full-Time Equivalent)

The Center for Improving Value in Health Care (CIVHC) is a growing health care data nonprofit. CIVHC administers the Colorado All Payer Claims Database (CO APCD) for the state, and supports consumers, providers, employers, researchers, state agencies, communities and others with data and analytics to drive improvements in health and health care. We are seeking a Director of Finance/Controller to lead our general financial management and reporting work.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

We are looking for an individual who is passionate about CIVHC's mission to advance the Triple Aim of improving health, improving quality and lowering costs, and has experience working with non-profits and federal contracts. To succeed in this role, you should be a reliable professional who is not afraid to speak their mind and stand by their decisions. You should be familiar with strong financial management and relevant industry standards. CIVHC is a creative and collaborative environment and we are looking for a team member who is eager to figure out how we can most effectively support our stakeholders. This position will report to the President & CEO and be a part of the senior leadership team. The Director of Finance will work closely with the auditors, Finance Committee, Director of Business Operations, and other department leads as well as contracted accounting, finance and investment support organizations and their staff to appropriately manage the financial status across all of CIVHC's work portfolio.

Basic Function: The Director of Finance/Controller position is accountable for the accounting operations and financial management of the company, to include:

- cash management;
- risk management;
- product line revenue and expense allocations;
- pricing analysis;
- in collaboration with other CIVHC management, development of associated revenue strategies;
- the production of periodic financial reports,
- maintenance of an adequate system of accounting records,
- invoicing and accounts receivable management, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or federal acquisition regulation (FAR) guidelines.

Principal Accountabilities:

Management

1. Maintains and enforces a documented system of accounting policies and procedures
2. Manage outsourced accounting and investment functions
3. Develop an organizational structure that helps to achieve the financial goals and objectives and oversee the operations of the accounting functions including those roles performed by outside contractors and those outside of the finance department.

Transactions

1. Ensure that accounts payable are paid in a timely manner
2. Ensure that accounts receivable is collected promptly
3. Monitor and review payroll in a timely manner
4. Ensure that periodic bank reconciliations are completed
5. Ensure that required debt payments are made on a timely basis
6. Maintain the chart of accounts
7. Maintain an orderly accounting filing system
8. Maintain a system of controls over accounting transactions

Reporting and Financial Analysis

1. Issue timely and complete financial statements
2. Coordinate the preparation of the corporate annual report, grant reports and government contract reports
3. Recommend benchmarks against which to measure the performance of company operations
4. Calculate and issue financial and operating metrics
5. Manage the production of the annual budget and forecasts
6. Calculate variances from the budget and report significant issues to management
7. Provide for a system of departmental expense reports
8. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors for the annual audit
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

Minimum Qualifications: The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience. Preference will be given to candidates with the Certified Public Accountant, Certified Management Accountant, or other relevant designations. Nonprofit experience a plus.

Preferred Qualifications:

- Experience with health care data or related organization.
- Familiarity with the health care industry.
- Familiarity with non-profit organizations
- Familiarity with Grant reporting
- Federal single audit experience

**Physical Requirements:**

- Ability to work at a computer for extended periods.
- Ability to travel to and from meetings locally and potentially occasional overnight national travel.

Working Conditions: Primarily in an office environment. Will be expected to travel as needed to meet with major funders. Periodic weekend or evening work is expected.

CIVHC is an equal opportunity employer.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Benefits and Compensation:

In addition to salary earnings, CIVHC currently offers full-time employees 9 paid holidays per year, 20 days of PTO (Paid Time Off to include vacation, personal, and sick days), health, dental, and vision plans, short-term disability, long-term disability, and basic life. CIVHC also offers a 403(b) retirement plan with contributions by the employer starting after 6 months' employment.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line.