

Phoenix Rising Behavioral Healthcare & Recovery

We are an ever-growing agency looking for qualified persons to help us continue to adapt to the economic changes the world demands from us.

Please review the Job Description and send your resume to Human Resources at Phoenix Rising via our web page: www.phoenixrisingbhr.org

We are located at 624 Market Ave. North, Canton Ohio 44702

330-493-4553 ext 105 Human Resources

Phoenix Rising BHR, Inc.

JOB DESCRIPTION

JOB TITLE: Financial Controller – Middle Management Position
REPORTS TO: Chief Financial Officer
LOCATION: Phoenix Rising Center, Satellite offices and Community
WAGE: Negotiable
HOURS: Forty Hours per week with expectations of after-hours or evening hours as needed

The Financial Controller position is responsible for the administrative, financial, and risk management operations of the Phoenix Rising BHR, Inc., to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Duties and Responsibilities:

Planning, Policy, and Investor Relations:

1. Assist in formulating Phoenix Rising's future direction and supporting tactical initiatives.
2. Monitor and direct the implementation of strategic business plans.
3. Develop financial and tax planning strategies.
4. Manage capital request and budgeting processes.
5. Develop performance measures that support Phoenix's strategic planning.
6. Coordinate the development and monitoring of budgets.
7. Develop financial business plans and forecasts.
8. Participate in corporate policy development as a member of the senior management team.
9. Attend Phoenix Director Meetings and full Board meetings.
10. Review Board Policies related to finance and make recommendations for any additions or revisions.
11. Represent the company to financial partners, including financial institutions, investors, auditors, etc.
12. Stay up to date on nonprofit audit best practices and state and federal law.

Accounting and Administration:

1. Participate in key decisions as a member of the Executive Management Team.
2. Supervise the finance and billing department staff.
3. Maintain in-depth relations with all members of the Management Team.
4. Manage the accounting, tax, and treasury activities.
5. Oversee all financial operations.
6. Provide excellent internal and external customer service.
7. Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state, and local funders, foundations, and Phoenix Rising BHR's Board of Directors; oversee the preparation and communication of monthly and annual financial statements to Phoenix Rising BHR's Executive Staff and Board of Directors.

8. Coordinate audits and proper filing of tax returns.
9. Ensure legal and regulatory compliance.
10. Oversee Phoenix Rising's transaction processing systems.
11. Attend internal Management Team and Clinical staff meetings
12. Participate in other meetings or teams as needed.
13. Maintains financial staff by recruiting, selecting, orienting, and training employees
14. Maintains financial staff job results by coaching, counseling and disciplining employees

Finance

1. Oversee the issuance of financial information
2. Personally review and approve all internal and external financial statement including borrowing base calculations and Board package information.
3. Report financial results to the Administrative Team and Board of Directors
4. Oversee cash, investment and asset management.
5. Oversee financing strategies and activities as well as banking relationships
6. Develop and utilize forward thinking, predictive models and financial analyses to provide insight into the organization's operations and business plans
7. Monitor cash balances and cash forecasts, including the weekly borrowing base calculations and 13-week cash forecast.
8. Arrange for debt equity financing if necessary
9. Invest funds if applicable nonprofit operations.
10. Participate in agency strategic planning.
11. Lead in the preparation of annual audit

Qualifications:

1. Four-year degree in business administration with a major in accounting or equivalent experience.
2. At least five years of experience in a financial lead role or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million.
3. Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
4. Significant experience in or knowledge of nonprofit accounting.
5. Experience working with information technology staff to manage finance, practice management, electronic health record and accounting software packages.
6. Excellent written and oral communication skills.
7. Demonstrated leadership ability, team management, and interpersonal skills.