



Martha's Vineyard Community Services, Inc.
VP Finance and Administration
Job Description

Job Summary

In the role of Vice President (VP), the incumbent leads the organization's day-to-day, key operational, and overarching strategic financial accountabilities. Serving as a key member of the Senior Management Team and as the primary liaison to the Finance Committee of the Board of Directors, the VP is responsible to plan for, execute, and oversee the full range of responsibilities pertaining to finance and administration, including the following:

- Annual budgeting, audit, reporting, and compliance responsibilities
- Financial analysis, management, and performance, including oversight of Accounts Payable, Accounts Receivable, and management of capital campaign and donative reconciliation
- Financial modeling and forecasting for proposed and developing services
- Revenue Cycle Management
- Investment strategy
- Administration, including the agency's insurance portfolio, health insurance management, worker's compensation, front office, facility, and other related functions as assigned by the CEO

The VP leads the finance department and its personnel and serves as an active member of the Administrative Leadership Team, Quality Management Team, Director's Meeting, and other Working Groups and Performance Improvement Teams. The VP is proactive and brings agenda related to actual or potential risk areas and takes a central role in resolving problems related to financial performance and revenue cycle management. Given the small size of the organization and limited scope of administrative resources, the VP must be able to manage both big picture and granular content and activities.

Job Responsibilities and Essential Functions (essential functions*):

1. Annual Budget, Audit, Reporting, and Compliance*
 - a. Prepares Annual Budget in collaboration with Senior and Program Management.
 - b. Budgets for annual Capital Improvements.
 - c. Prepares monthly financial statements for the CEO, Management, Finance Committee (Board of Directors), and full Board of Directors.

- d. Ensures the accurate appraisal, interpretation, and analysis of financial results, while also providing analyses, interpretation, and justification of budgets, forecasts, and long range plans.
- e. Fulfills compliance and reporting obligations, including Uniform Financial Reports, IRS 990, Board documents, and others.
- f. Responsible for performing and/or oversight of all financial accounting, reporting, reconciliations, and the annual audit. Resolves audit findings, as applicable.
- g. Directs a continuing review of the department's accounting practices to assure correctness, appropriateness, and conformance to generally accepted accounting principles (GAAP), Federal Acquisition Regulations (FAR) Cost Accounting Standards (CAS), tax laws, and more.
- h. In collaboration with VP of Contracts and Business Development, meets individually with each Director at least 2X annually to review financial performance, objectives, areas of focus/improvement, projections, and other associated planning and performing efforts.

2. Financial Leadership and Performance*

- a. Sets Agency financial objectives, policies, and practices with the CEO, Finance Committee and the Board.
- b. Initiates solutions to addresses the complex financial challenges of the organization.
- c. Leads agency financial processes in such a manner to produce clean annual audit.
- d. Reviews financial performance of each service line and/or department at least quarterly. Reports findings and recommendations. Provides oversight to performance improvement when needed.
- e. Provides financial leadership for any new large procurements and major modifications to existing business or campus systems.
- f. Executes Accounts Payable and Accounts Receivable in accordance with agency policy. Refines policy as needed.
- g. Proactively addresses problem-prone financial performance with full and timely resolution.
- h. Assesses Return on Investment on key organizational initiatives, especially related to new business development and/or performance improvement initiatives.

3. Revenue Cycle Management*

- a. Oversees the Island Counseling Center's third party reimbursement, clinic financial operations and performance, and third party negotiations.
- b. Oversees vendor relationships, including Billing and other RCM-related technological relationships.
- c. Ensures Front End Revenue Cycle processes are in place

- d. Maintains a thorough working knowledge of federal, state and managed care reimbursement methodologies to ensure that facility is paid accurately, and revenue deductions are recorded accurately. Facilitates preparation of any required cost reports.
 - e. Analyzes revenue return related to investments in ICC.
 - f. Develops, adopts, analyzes, and amends (as indicated) ICC strategies to reduce negative operating margin.
 - g. Works collaboratively with ICC leadership and management to implements revenue-enhancing strategies.
 - h. Produces routine operational reports related to Key Performance Indicators for MV Community Services' vulnerable programs.
4. Administration Management*
- a. Directs the development, implementation, operation, maintenance, and control of essential business, information, and operations support systems.
 - b. Contributes to the Agency's overall operational and strategic objectives.
 - c. Oversees vendor relationships, associated contracts, Business Associate Agreements, insurance verification, W-9s, and more.
 - d. Directs and oversees key Administration personnel, including the Facilities Manager. Interfaces with MVCS leadership to prioritize maintenance requests, and works with Facilities Manager to establish annual; and on-going maintenance check lists and rounding.
5. General Leadership, Supervision, and Organizational Membership*
- Hires, trains, develops, supervises, and evaluates team members within the framework of MVCS policies and procedures and job descriptions, as applicable.
 - Mines for resources to sustain existing projects and develop new ones. Participates in proposal conceptualization, development, and submittal, as appropriate or assigned.
 - Encourages direct reports to engage in organizational activities, as applicable.
 - Actively engages with CEO on proactive and/or responsive basis with exceptional communication, follow-up, and transparency.
 - Conducts individual supervision in accordance with agency policy.
 - Participates in scheduled operational and strategy review with CEO, Vice President of Contracts and Business Development, and other management personnel as applicable.

- Leads department/program/initiative operations in a manner aligned with decisions made by CEO/MVCS senior leadership and MVCS Board of Directors.
- Follows all agency administrative processes related to payroll, document storage, recruiting, pre-employment systems, onboarding, orientation, compensation, and other human resources and operational processes.
- Serve as an active participant and collaborator on the following: Administrative Leadership Team; Finance Committee (Board of Directors); Building Committee (Board of Directors; Board of Directors; MVCS Program Director Meeting; All Staff Meeting; Quality Management Team, and other committees as selected or assigned.

Qualifications:

1. Minimum of a bachelor's degree in Accounting or Finance. Master of Business Administration preferred.
2. Extensive experience with financial accounting software, excel and technical acuity.
3. Certified Public Accountant, preferred.
4. Extensive experience in finance may be considered in lieu of advanced degree or CPA.
5. Experience with third party reimbursement (Revenue Cycle Management) strongly preferred. If no background in this area, would be expected to participate in professional development activities and industry sector groups/professional organizations to build this competence.
6. Strong leadership ability, presentation skills, and ability to translate financial terms into understandable terms for Management and Board.

At times this position may require extended work hours, including nights and weekends.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.