

Garrett County Lighthouse, Inc.

Finance Manager

Classification: Administrative Salary Position

Reports to: Executive Director

Date: Adopted July 19, 2018, Revised April 4, 2020

Job Description

Summary/Objective:

The Finance Manager is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls, and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions, as well as oversees cost and general accounting, accounts receivable/collection and payroll and risk management.

Competencies

- Ability and experience in financial management.
- Ability to supervise the general operations of an office and office personnel.
- Aptitude and experience in preparing financial reports, billings and invoices.
- Fundamental knowledge of general accounting principles, and standard administrative practices, including total quality management and team building.
- Competency in compliance with and understanding of pertinent local, state and federal regulations.
- Good quality customer service, public relations, active listening skills and telephone skills.
- Ability to ethically relate to individuals with severe, persistent psychiatric disabilities and addictions disorders.
- Ability to demonstrate knowledge of behavioral health services within the public mental health system.
- Capacity for effective advocacy and coordination with various community agencies.
- Ability to develop and maintain working relationships with other employees, community, families, and other professionals.
- Aptitude for working under supervision as well as independently in order to improve job performance, work ethics, and overall efficiency.
- Knowledge of HIPAA and confidentiality laws pertaining to the access and release of Protected Health Information.
- Knowledge of COMAR and CARF standards.
- Capacity for effectively managing crisis situations and somatic/psychiatric emergencies.
- Ability to drive safely and maintain a clean driving record with either the DMV or MVA.
- Practical knowledge of CPR/First Aid.

Essential Functions

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

- Participate in collaboration with all Garrett County Lighthouse, Inc. administrative personnel regarding all service areas.
- Reviews and makes recommendations annually to the Executive Director and Board of Directors for improvement of organization's policies, procedures and practices on financial and human resources matters and communicates any changes to ensure proper compliance is followed.
- Provides status and financial position of the organization by collecting, interpreting and reporting key financial data, as well as protection of assets by establishing, monitoring and enforcing internal controls. Prepares and manages annual operating budget and capital expenditures budget and controls expenses effectively. Seeks financial opportunities for the agency and ensures fiscal management is consistent with the purpose of the agency and in accordance with accounting/business procedures, as well as legal requirements.
- Manages and maintains all aspects of payroll related activities, including processing timesheets, all payroll liabilities, taxes, w-2s and 1099s.
- Maintains and manages the entire billing system and records to ensure that procedures are kept within all Garrett County Lighthouse, Inc. internal policies, including fee schedules and identification of inconsistencies in billing, if necessary.
- Manages and maintains Garrett County Lighthouse, Inc.'s Simplified Employee Pension (SEP).
- Ensures Garrett County Lighthouse, Inc. has adequate and thorough insurance coverage, provides building maintenance and repairs within budget. Responsible for all Worker's Compensation claims and insurance needs.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance with federal, state and local legislation pertaining to all financial and human resources matters. Responsible for the annual review, preparation and implementation of the organization's wage and salary program as it pertains to the annual operating budget. Consults with legal counsel as appropriate, or as directed by the Executive Director, on personnel matters. Oversees operation of human resources information system that meets the organization's personnel information needs.
- Recommends, evaluates and participates in staff development for the organization, as well as continued education and training for individual and personal growth.
- Reports and consults with the Executive Director for any decisions.
- Any other job duties as assigned.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Expected Hours of Work

This is a full-time salaried position, expected to work Monday through Friday, 7:30 am to 3:30 pm.

Required/Preferred Education and Experience

This position requires a minimum of a Bachelor's Degree in the finance field with one year of experience in the finance field, an Associate's Degree with three years of experience in finance field, or five years of experience in financial work. Must possess a current, valid driver's license and a clear driving record with the DMV/MVA. Driving record must remain clear and proof is to be updated annually. Criminal background check required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Garrett County Lighthouse, Inc. reserves the right to change or reassign duties or combine positions at any time.

EEO Statement:

Garrett County Lighthouse, Inc. is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, retaliation or any other category protected under applicable law.

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____