



A Center for Behavioral Health Innovation

Director of Finance and Administration Job Description

About us:

Allies in Caring (AIC) provides a continuum of culturally responsive services from prevention to crisis stabilization to youth, adults and families throughout South Jersey including mental health, education, and workforce development. AIC makes these services more accessible to culturally and linguistically diverse populations, including Spanish-speaking families, Deaf and Hard of Hearing individuals, and people with developmental disabilities.

If you are looking for a dynamic work environment, and an opportunity to test your abilities, and to make a real difference in your community, join us. AIC actively addresses employee well-being by fostering a community-centric work environment, promoting strong social ties, ensuring manageable workloads, empowering employee decision-making, and prioritizing work-life balance.

AIC provides challenging and stimulating engagement opportunities and we are looking for individuals who possess qualities like:

- Persistence: constant listening and adjusting, relentless undertaking until ideas come to life
- Teamwork: work collaboratively and engage effectively in skillful ways
- Relationship builder: self-aware and self-reflective, with strong empathy skills
- Trustworthy: able to be relied on and honest in all ways; work with integrity
- Courageous & Curious: to explore, innovate, learn from mistakes

Position Purpose:

The Finance & Administrative Director exercises administrative control over all aspects of the financial operations, including reporting, budget preparation, forecasting, payroll, contract negotiation and business planning. The Director works with all levels of the organization to improve its financial health, define annual financial goals, adopt, and achieve key performance indicators, set benchmarks, and make strategic recommendations to direct and lead human resource, fiscal and revenue functions. The Director oversees contract negotiations, fostering partnerships with behavioral health payors. They also ensure compliance with business partners while meeting regulatory requirements.

The Director oversees the operations team responsible for the monitoring and implementation of internal controls to ensure the functional areas are operating by established corporate guidelines, policies, and procedures and government, payer, and legal requirements. The Director is a key stakeholder in analyzing prospective business development and assessing

financial risks and outcomes. The Director serves as a member of AIC's Executive Team, participating in strategy and operational development, planning, and decision-making.

Responsibilities:

- Develop processes to drive operational efficiencies, provide the analytics to identify potential trends, risks, and opportunities for improvements making recommendations on areas where we can improve financial and operational performance.
- Craft, evaluate, negotiate, manage, and execute a wide variety of different contracts covering a range of transactions (with funders, payors, providers, clients, etc.).
- Responsible for annual program and division budgets, monthly projections, and other program performance metrics.
- Analyzes actual operational results against expected performance, forecast and addresses areas for improvement.
- Provides fiscal expertise to achieve fiscal and programmatic outcomes consistent with organizational and program goals.
- Provides supervision and development opportunities to a team of professionals to support program and operations.
- Leads quality improvement initiatives, analysis, and reporting related to operations.
- Coordinates all internal and external audit activities.
- Oversees the preparation of the financial reporting.

Qualifications

Education

- Bachelor's Degree in business administration, accounting, financial management, public administration, or a related field

Experience

- Five or more years of finance and accounting experience
- Five or more years of managing a team of at least three professionals or more
- Two or more years of experience working in the medical or behavioral health field
- Experience with private and government funded insurance billing, collections and revenue cycles
- Bi-lingual, fluency in Spanish or American Sign Language is a plus

Knowledge & Skills

- Extensive knowledge and understanding of all aspects of finance including financial analytics, cost control, accounting, healthcare operations, information systems, and management
- Strong critical thinking skills; able to conceptualize ideas; able to operate in an unstructured, fast-paced, dynamic, and multifunctional environment requiring creativity, innovation, foresight, and judgment

- Solid management skills including planning, delegation, motivation, giving and receiving feedback, performance management, conflict resolution; demonstrated ability to create a positive work environment and achieve
- Excellent relationship skills including communications skills, oral and written, one-on-one and with groups including presentations
- Ability to influence with and without authority; ability to persuade, negotiate, coach and train others; impresses others with their professionalism
- The ability to articulate factual and advisory information to all levels of staff, executives, the boards of directors, and others, and garner related support
- Demonstrates a personal presence characterized by a sense of honesty, integrity, and caring; inspires and motivates others; able to effectively promote the mission, vision, goals, and values of the organization
- Ability to contribute to an environment that values diversity, equity, inclusion and belonging (DEIB)

Location:

We require that you be willing and able to be in the office in Hammonton, NJ four days a week.

Pay and benefits:

Full-time Salary: \$80,000 - \$90,000 per year plus Benefits: Health benefits, goals based performance bonus, four weeks of paid time off, and 11 paid holidays.

Allies in Caring is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, gender identity, sexual orientation, national origin, genetic information, veteran, or disability status.

Applicants can send resumes directly to
iguillermo@alliesincaring.org