ACCOUNTING DIRECTOR

Position Status: Exempt
Reports To: Chief Financial Officer
Effective Date: 08/17/21
Revised Date: 06/27/22
Job Level: M3

POSITION SUMMARY

Under policy direction, this position:

1. Provides strategic management oversight in implementing, directing, and monitoring the Alliance's accounting and finance functions, including general accounting, financial reporting, administrative budgeting, purchasing, treasury, fixed assets, and payroll
2. Directs the Accounting Department, acts as a subject matter expert and provides executive level advice and guidance on accounting and finance issues and overall business operations
3. Directs, manages, and supervises Accounting Department staff
4. Performs other duties as assigned

RESPONSIBILITIES

1. Provides strategic management oversight in implementing, directing, and monitoring the Alliance's accounting and finance functions, including general accounting, financial reporting, administrative budgeting, purchasing, treasury, fixed assets, and payroll, with duties including but not limited to:
    - Directing and overseeing the deliverables of all units within the Accounting Department
    - Overseeing the month-end process and ensuring the accuracy and timely production of regulatory reporting, monthly board reports and variance analyses
    - Ensuring that Accounting Department staff maintain accounts, ledgers, and financial reporting systems in accordance with Generally Accepted Accounting Principles (GAAP) and regulatory requirements of State/Federal contracts
    - Developing, monitoring, and evaluating fiscal strategies related to annual administrative budgeting, quarterly forecasting, and five-year projections in order to meet the Alliance's fiscal goals and operational and contractual requirements
    - Managing the administrative budget through monthly variance analysis and the approval or denial of expenditures related to purchase orders, staff salaries and benefits, temporary staffing, and administrative service contracts
    - Developing, implementing, and monitoring internal control systems to ensure that fiscal accountability is maintained throughout the organization
    - Managing the financial audits conducted by the external independent auditors and regulators
    - Managing treasury functions, including operating cash flow, and investments
    - Developing and implementing strategic plans, programs, and processes
    - Performing complex financial analyses and studies
    - Providing data to insurers as needed to ensure all claims submissions are in the proper format and completed within the appropriate timeframes

2. Directs the Accounting Department, acts as a subject matter expert and provides executive level advice and guidance on accounting and finance issues and overall business operations, with duties including but not limited to:
    - Participating in the general administration of the Alliance as a member of the executive management team by providing input into the problem-solving and decision-making process
    - Developing performance measures related to strategic goals and new projects and presenting to internal and external stakeholders
    - Assisting in formulating fiscal strategic plans and goal setting in support of Alliance programs
    - Participating in strategic planning and implementation of the Accounting Department's operational goals related to the growth and development of Alliance business operations
    - Ensuring that Accounting Department goals are in alignment with the Alliance strategic plan
    - Reviewing and assessing overall department functions, core work, goals, and structure, developing and implementing short- and long-term planning to achieve strategic objectives, and completing an annual department assessment
    - Drafting, recommending, and implementing administrative policies and procedures related to all units of the Accounting Department
    - Modeling and promoting effective interdepartmental communication
    - Ensuring compliance with federal and state tax laws and Alliance policies and procedures
    - Drafting management discussion and analysis, notes, and financial statements for the annual audit
    - Conducting complex research and analysis of program feasibility and financial viability of potential new Alliance business operations, including Return on Investment (ROI) development
    - Preparing narrative and statistical reports and making presentations to the Board of Commissioners and the Alliance leadership team
    - Maintaining current knowledge of and ensuring compliance with relevant Federal and State laws, policies and directives, organizational policies and procedures, and current accounting standards and determining the fiscal impact of any changes in such laws, policies and directives
    - Monitoring legislative and legal changes related to Alliance functions and ensuring appropriate communication of same
    - Overseeing the preparation and maintenance of records, reports, and related documents
    - Developing and managing the Accounting Department's operations and budget
    - Attending and participating in internal and external meetings related to Alliance business operations
    - Providing support to the Chief Financial Officer (CFO) and acting for the CFO in the CFO's absence

3. Directs, manages, and supervises Accounting Department staff, with duties including but not limited to:
    - Ensuring that Accounting Department staff maintains up-to-date knowledge, skills and abilities related to the administration of assigned responsibilities and functions
    - Identifying, overseeing, and assisting with objectives, priorities, assignments, and work-related tasks and reviewing work products as needed
    - Providing mentoring, coaching and development and growth opportunities for staff and subordinate supervisors
    - Evaluating employee performance, providing feedback to staff, and coaching and counseling or disciplining staff when performance issues arise

4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting or a related field and a minimum of ten years of progressively responsible accounting or auditing experience in a large organization or division of a large organization, including a minimum of four years of experience in health care or insurance industry and a minimum of five years of supervisory experience (a Master's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of financial accounting theory, principles, practices, and regulations, including GAAP, FASB, GASB, and statutory regulations, and proficiency in the application of same
- Thorough knowledge of the principles and practices of financial planning, financial analysis, accounting, budgeting and financial statements
- Thorough knowledge of the principles and methods of planning, organizing, and maintaining an automated accounting system and financial records and reports
- Thorough knowledge of and proficiency in research, analysis and reporting methods
- Thorough knowledge of the principles and practices of supervision and training
- Thorough knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel, including advanced spreadsheet applications
- Working knowledge of the managed health care industry, including capitation, Incurred But Not Reported (IBNR), and Per Member Per Month (PMPM) reporting
- Working knowledge of financial analytical and complex abstract reasoning concepts
- Working knowledge of Medi-Cal or Medicare programs, local health plan, hospital or other healthcare financial operations
- Working knowledge of the principles and practices of organizational management, program development, and project management
- Working knowledge of the principles and practices of customer service
- Some knowledge of and proficiency in promoting and applying change management principles
- Some knowledge of procurement practices
- Some knowledge of treasury management
- Some knowledge of payroll laws and accounting practices related to the processing, auditing, and recording of payroll data and employee benefits
- Some knowledge of the State and Federal legislative process
- Ability to review and assess overall department function, core work, goals, and structure, develop and implement short- and long-term planning to achieve strategic plans, and complete an annual department assessment
- Ability to develop, plan, organize and direct programs and activities that are complex in nature and regional in scope
- Ability to direct, manage, supervise, mentor, train and evaluate the work of staff, promote an atmosphere of teamwork and cooperation, and motivate staff to achieve goals and objectives
- Ability to provide leadership, facilitate meetings, and partner with and guide managers and employees in the resolution of issues
- Ability to act as a technical resource and explain complex laws, regulations, processes, and programs related to area of responsibility
- Ability to communicate effectively at all organizational levels, including in situations that require instructing, persuading, negotiating, and advising

- Ability to foster effective working relationships, influence others and build consensus with individuals at all levels in the organization
- Ability to deliver clear, concise financial reports to stakeholders in person, in presentations and in writing
- Ability to interpret and apply key financial indicators to identify, monitor, and implement effective interventions based on the results
- Ability to demonstrate strong analytical skills, accurately collect, manage, and analyze data, identify issues, offer recommendations and potential consequences, and mitigate risk
- Ability to evaluate, interpret, and apply rules, laws, regulations, program requirements, and industry guidance, and adjust department direction in order to comply with regulatory requirements
- Ability to manage multiple projects simultaneously, organize work, and achieve goals and timelines
- Ability to prepare narrative and statistical written reports, oral reports, correspondence, and other program documents
- Ability to develop recordkeeping systems and maintain organized and accurate records
- Ability to demonstrate a collaborative management style, build rapport, and effectively manage internal and external relationships
- Ability to make presentations and adjust communication style in order to facilitate collaboration and understanding
- Ability to think creatively and strategically and work effectively under pressure

DESIRABLE QUALIFICATIONS

- Master's degree in Accounting or a related field
- Current licensure as a Certified Public Accountant (CPA) issued by the State of California
- Work experience in a health plan, insurance or managed care organization

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.