



Career Opportunity – Finance Director with Mental Health America of Ohio Columbus, Ohio

The mission of MHAOhio is to transform how people think about mental illness, make it easier to get help, and give people the support they need to get better and stay better. Our guiding principles include responsibility, respect, inclusivity, expertise, trust, communication, emotional health, and equity. We are committed to recruiting and continually cultivating a diverse and inclusive workplace.

Schedule

8:00 AM and 5:30 PM Monday through Friday, 40 hours/week – schedule flexible in consultation with supervisor. Weekend and evening hours as needed. Opportunity for hybrid in-office/at-home work.

Status and Supervision

Reports to the Executive Director. This position is exempt.

Position Summary

This is a full-time position responsible for managing finances, record keeping, and operations. Works closely with the Executive Director and senior leadership to define and implement strategies and innovations for increasing internal efficiencies, controlling expenses, and generating revenue for the organization. Ensures that internal infrastructures and resources are sufficient to support programs and strategies through adequate procedures, materials, and supplies. Executes sound business practices within organizational operations and establishes performance benchmarks to ensure economy and efficiency. Fosters productive relationships among the organization's professional staff, its members, and its suppliers through effective customer relations management.

Financial Management

- Oversees monthly and quarterly record keeping and reporting of the organization's financial performance against budget and provides related reports to the Board of Trustees, Executive Director, senior leadership, and Finance/Audit Committee on a monthly basis
- Monitors cash flow on a continuous basis and takes necessary action to ensure that cash requirements are met
- Develops and implements reliable methods for forecasting trends and the fiscal stability and growth of the organization
- Prepares all necessary items for annual audit and IRS Form 990 and serves as the liaison for the external auditor
- Prepares all financial reports to all funders, including government entities, private foundations, and other funding sources
- Leads budget preparation for grant requests
- Responsible for the bimonthly payroll for employees and contract workers with third-party processor
- Coordinates limited human resources functions such as benefits management
- Ensures that the organization's general ledgers, accounts receivable and payable, accruals, revenue distribution, depreciation, property and inventory, and operating expenses are maintained properly and consistent with not-for-profit, 501(c)(3) practices
- Ensures sound fiscal compliance with federal, state, and local laws, industry standards, and generally accepted accounting principles
- Ensures compliance with financial policies and practices established by the organization's Board of Trustees and/or

the Executive Director and recommends efficiency enhancements as appropriate

- Assesses business processes that relate to financial management and suggests strategic and tactical enhancements
- Assists in managing relationships and outcomes with external vendors that support the organization's financial management functions, including the external auditor, investment counselor, and banking institutions in collaboration with the Executive Director
- Manages the budget appropriation and monitoring processes consistent with acceptable industry standards and best practices in collaboration with the Executive Director
- Establishes processes, systems, classifications, formats, and reporting systems related to budget development, adoption, monitoring, and, when needed, adjustment
- In conjunction with the Executive Director, ensures that the organization consistently generates net positive income through appropriate expenditure controls and income expectations adopted by the Finance/Audit Committee

Operations Support and Management

- Works with the administrative team to develop, direct, and manage goals, policies, priorities, and practices relating to all aspects of office management, including purchasing, supply inventories, printing and duplicating, postage and shipping, records management, office machines, and telecommunications
- Works to improve the operational systems, processes, and policies in support of the organization's mission and strategic plan – specifically, supporting better management reporting, information flow and management, business processes and organizational planning, determining needs, controlling costs, and analyzing areas requiring improvement
- Assesses business processes that relate to office management and suggests strategic and tactical enhancements
- Develops and implements processes for systematic retention, protection, retrieval, transfer, storage, and disposal of records in accordance with organizational policies
- Assists the Executive Director and senior leadership in establishing terms, conditions, and performance expectations embodied in contracts
- Retains and manages contract files and notifies the Executive Director and senior leadership of any impending contract expirations so that contract renewals can be facilitated
- Develops and streamlines various resources (e.g., reporting forms, request forms) to assist with policy/procedure adherence and consistent and efficient administrative functioning
- Supervises agency finance staff

Other Responsibilities

- Assist with agency and program events and activities
- Other duties, within reason and scope of the position's primary duties, may be assigned after consultation with the employee and supervisor.

Qualifications

- Required: Bachelor's degree in Finance, Accounting, Business Administration, or related field.
 - At least five years of progressively responsible senior-level experience in financial management or related positions with direct responsibility for developing and managing budgets in excess of \$1 million.
 - Advanced skills in Microsoft Excel and QuickBooks. Experience using Microsoft Office Suite.
 - Knowledge or experience with not-for-profit finance and accounting.
 - Ability to work well independently and within a multi-disciplinary team environment, managing multiple and complex projects and priorities in a fast-paced environment with efficiency and organization and working cooperatively to meet internal and external goals and requests
 - Ability to work effectively with diverse people and communities, contribute to a collaborative team and be people-centric
 - Outstanding decision-making skills and judgment, including the management of confidential information
 - Ability to communicate well orally and in writing.

- Preferred: CPA credential. Experience with QuickBooks Desktop. Understanding of allocation of indirect expenses. Passion for mental health.

Salary range: \$65,000-\$75,000 and commensurate with experience and other qualifications.

Benefits Offered:

- Medical, Dental, Vision, and Life Insurance
- 403B Retirement Plan
- Mileage and phone reimbursement (where applicable)
- Agency-paid professional development (up to a certain amount)
- 24 days of paid vacation and sick leave, 11 paid holidays, 2 paid personal days, 5 paid mental health days, additional PTO for bereavement (5 days), and parental leave (9 weeks)

To apply: submit resume and cover letter, including salary requirements, to [hiring@mhahio.org](mailto: hiring@mhahio.org)

Employer is EOE/AA/M/F/D/V

March 2024