

Mental Health Resource Center (MHRC) and Renaissance Behavioral Health Systems (RBHS) are seeking a Vice President of Finance/ Chief Financial Officer to work at our corporate office in Jacksonville, Florida.

The Vice President of Finance/ Chief Financial Officer is responsible directing financial activities for Renaissance Behavioral Health Systems (RBHS) and Mental Health Resource Center (MHRC). The Vice President of Finance forecasts business activities and financial positions in the areas of income, expenses and earnings based on past, present and expected operations.

Responsibilities of the position include but are not limited to:

- Prepares financial information accurately and timely in accordance with current policies and procedures:
 - Maintains a sound general accounting system in accordance with generally accepted accounting principles (G.A.A.P.) in all areas.
 - Oversees and assures the use of proper internal control procedures. Reviews and approves all non-standard activities, including non-standard journal entries.
 - Reports the financial position to the Board of Directors on a regular basis. Informs the President/CEO of all major financial issues.

- Budget Process:
 - Initiates the budgeting process and oversees the development of an operational budget. Ensures that the prepared budgets are within the overall organizational plans of the Board of Directors as implemented through the President/CEO.
 - Presents annual budgets to the Board of Directors prior to the beginning of each fiscal year. Presents amended budgets as necessary during the fiscal year.
 - Monitors departmental budgets and makes every reasonable effort to assure each department operates within the limits of the budget.
 - Informs the President/CEO and the Board of Directors of any substantial, anticipated deviations from the approved budget.

- Analysis of Programmatic Changes:
 - Oversees preparation of projected budgets and financial impact analysis for all new proposed projects or revised programs.
 - Oversees determination of long-term effects of potential new programs and/or projects, both financial and non-financial.

- Analysis of Existing Programs:
 - Oversees the collaboration with program managers to establish financial goals and measurable objectives to be accomplished within each department for each fiscal year through budgetary process.
 - Designs, implements and monitors activities or reports that will help program managers to accomplish these objectives.
 - Works closely with program managers to help them to understand financial objectives of each program and coordinate these with the clinical objectives.

- Billing and Collections Activities:
 - Oversees billing and collections activities to ensure that all reasonable efforts to secure collections are being made.
 - Monitors that billings are within the guidelines of Medicaid and other third party payers to avoid future payback of funds.
 - Analyzes and recommends fee schedules on an annual basis to the Board of Directors.

- Federal, State and Local Reporting Requirements:
 - Maintains a system to ensure proper and timely completion of all required reports to funding sources.
 - Monitors compliance with Federal, State and City statutes, rules and regulations to avoid non-compliance and payback of funds.
 - Works with funding sources to maximize funds received as well as to ensure a positive overall relationship between parties.

- Purchasing:
 - Oversees all aspects of purchasing, including vendor selection, pricing, service and adequacy of product.
 - Ensures that all purchases are conducted in accordance with contractual requirements.

- Internal Controls:
 - Monitors the system of internal controls to assure protection of assets and information.
 - Maintains policies and procedures for all areas of operations. Monitors and assures compliance with established approval processes, segregation of duties and all other control areas.

- Insurance:
 - Responsible for all facility and vehicle insurance reporting including proper notifications to agent and resolution of claims.

- Cash Flow:
 - Monitors cash flow, projecting and preparing for future cash flow difficulties.
 - Manages adequate lines of credit.
 - Prepares cash flow projections on a periodic basis.
 - Informs President/CEO and the Boards of Directors of cash flow difficulties or potential problems.

- Reviews fiscal departmental objectives and goals and assists in ensuring conformity with overall agency goals.
- Oversees and assists in preparation of audits from the independent auditor, as well as all regulatory auditors. Maintains primary responsibility for favorable outcome of financial and systems audits and controls costs of independent audits.
- Ensures that all tax related forms are timely and accurately prepared and filed.
- Staff Monitoring and Development:
 - Conducts individual supervisory sessions and departmental staff meetings.

- Facilitates recruitment, hiring, orientation, retention, evaluation and employee relations in coordination with the Human Resource Department.

Position Requirements:

- In order to be considered, candidates must have a Master's in Business Administration or Certified Public Accountant required.
- Five years financial management experience which includes external audit preparation, budgets, performance analysis and progressive use of communication and coordination required.
- Certified Public Accountant preferred.
- Proficiency in Microsoft Office Programs including Excel, Outlook and use of the Internet required
- Strong communication skills and writing skills are essential. This individual must be able to interact appropriately with internal and external customers, including employees, supervisory staff, and other department professionals
- Documentation, paperwork and system entries must meet internal and external guidelines for content, accuracy and timeliness

Position Details:

- This position is a Full Time position: Monday through Friday, 8:00am to 5:00pm.
- This position includes a comprehensive benefits package.