



**Mental Health  
Recovery Board**

Clark | Greene | Madison

*Pathways for everybody, every family.*

## **Director of Finance**

**Overview:** Seeking Finance Director with a minimum of 7 to 10 years of experience. Proficient in financial forecasting, budget analysis and the creation of long-range projections. In search of an ethical, strategic individual and monthly budget analysis to ensure the organization's financial stability. Accounting oversight and audit experience a plus. This individual will serve in a dynamic public sector behavioral healthcare environment at a three-county Mental Health Recovery Board. This position is responsible for overseeing continuum of care grants with over twenty independent non-profit and for-profit contracted care providers. Directs the strategic development and application of accounting systems and promulgates accounting policies and procedures and internal controls in accordance with generally accepted accounting principles. Ensures statutory compliance with federal, state, and county authorities in financial reporting, budgeting, and financial analysis. This position is responsible for financial forecasting and reporting including revenue and expenditures. Public sector, behavioral healthcare, governmental accounting experience preferred.

**General Duties:** Prepares, monitors, and revises Board operational and services budget and financial reports. Makes recommendations to the Board CEO regarding operations and financial matters as requested and for consideration when making financial decisions. Monitors, maintains, accounts for, and reports on Board revenues, expenditures, and finances. Supervises and records revenues and expenses and maintains related accounting records. Ensures accuracy of all fiscal reports. Reviews agency audits for compliance with all federal, state, and local requirements.

**QUALIFICATIONS:** Bachelor's degree in finance, accounting, business, or other field with 7-10 years of experience in scaling a financial operation. Documented supervisory experience a must. Must be proficient in fund management and governmental accounting principles. Must possess strong interpersonal skills and in establishing monitoring systems for contract care provider organizations. Strong verbal and written communication skills. Preference for public sector experience. Requires writing, public speaking, and the ability to work under pressure with time constraints. Ability to apply management and human resources principles to practical work situations; be analytical; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; organize and coordinate multiple work functions; resolve difficult and complex organizational problems; collaborate effectively with the CEO. Skills in leadership; organization; interpreting and applying statistical and situational information; maintaining accurate and complete records; and preparing operational and statistical management reports. Salary commensurate with skills and experience (range \$96,012-\$129,169). Submit resume to: [greta@mhrb.org](mailto:greta@mhrb.org)

1055 E High St.  
Springfield, OH 45505  
(937) 322-0648  
[www.mhrb.org](http://www.mhrb.org)