



FINANCE DIRECTOR

Job Description

Department:	Finance
Reports to:	Executive Director
Supervises:	Exercises supervision over accounting and compliance staff and indirect supervision over professional and technical CMSP staff.
FLSA Status:	Exempt
Effective Date:	February 2023

Job Summary

Plans, manages, assigns, reviews, and oversees the activities and operations pertaining to finance functions including budgetary activities, accounting transactions, finance activities, financial reporting, human resources, contracts, and other related duties.

Essential Duties and Responsibilities

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs. Recommends changes and improvements to existing standards and procedures. Ensures compliance with established policies, procedures, and related regulations.
- Oversees all financial and related requirements with contracting organizations, including third party contracting organizations administering CMSP medical benefits and CMSP prescription drug benefits, the State Controller of California, the California Department of Health Services, fiscal intermediaries, banking institutions, and insurance companies.
- Coordinates and oversees preparation of the annual CMSP program budget and the annual operating budget for the Governing Board's Administrative Office.
- Manages overall cash flow to assure timely payment of benefit claims by third party program administrators, achieves maximum pooled investment earnings, and ensures appropriate levels of liquidity to address ongoing business needs.
- Plans, prioritizes, assigns, manages, and reviews the work of staff responsible for fiscal services including accounts payable, accounts receivable, banking, payroll, and budget preparation in consultation with the Executive Director, payments, deposits, fund transfers, and financial reporting.
- Researches and prepares policies and procedures regarding Human Resources.
- Serves as CMSP's HIPAA Compliance Officer.
- Facilitates the Annual Audit of CMSP's financial statements.
- Serves as financial liaison for new and established CMSP grants, projects and initiatives.
- Oversees outsourced IT functions related to office information systems and equipment.
- Develops audit processes for Path to Health and Connect to Care Eligibility and AMM claim files, and reconciliations for all programs.
- Participates in professional group meetings. Stays abreast of new trends and innovations related to the fields of finance and accounting.
- Prepares and presents analytical and statistical written and oral reports on operations, activities, and financial-related issues.
- Represent the agency to other stakeholders, elected officials, and outside agencies. Coordinates assigned activities with those of other stakeholders and outside agencies and organizations.



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Essential Duties and Responsibilities

- Acts as an organizational resource regarding work standards, employee selection, payroll, and data processing, purchasing and budget expenditures; personnel matters, business records, document storage, and record retention; and subpoena response and insurance matters.
- Performs other duties or special projects as required or as assigned by a supervisor.

Desired Minimum Qualifications

Education: Bachelor's degree from an accredited college or university. Master's degree in a directly related field is preferred.

Field of study: Finance, Accounting or a directly related field.

Work Experience: Ten (10) years of increasingly responsible financial analysis experience in the health care, government or non-profit field, including three (3) years of financial management experience.

Certifications/Licenses: N/A; CPA preferred.

Knowledge, Skills and Abilities

Knowledge of:

- Operational characteristics, services, and activities of finance, accounting, human resources, and health program administration.
- General accounting principles and practices.
- Governmental accounting and budgeting.
- Federal, state, and county laws pertaining to accountability of department funds.
- Principles and practices of management, supervision, discipline, leadership, mentoring and training.
- Team dynamics and team building.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
- Principles and practices of fiscal management and budget administration.
- Applicable federal, state, and local laws, codes, and regulations.
- Record keeping and report preparation procedures.

Ability to:

- Plan, organize, direct, and coordinate work of an accounting section.
- Analyze accounting data and draw sound conclusions.
- Plan, coordinate, assign, and review the work of subordinate staff.
- Manage, select, train, and evaluate staff.
- Identify and resolve staff problems.
- Investigate and resolve disciplinary issues.
- Work independently, prioritize work, coordinate activities, and meet critical deadlines.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare, interpret, and monitor budgets and other financial documents.
- Establish and maintain effective working relationships with others.
- Communicate clearly and concisely, both verbally and in writing.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.



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Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands are minimal and typical of similar jobs in comparable organizations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, with continuous contact with staff and public. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Pay and Benefits

- Part Time Position – 30 hours / week – in Sacramento office (this is not a remote position).
- \$82,500 – \$148,500 (depending on qualifications and experience).
- Medical, dental, vision, life/accident, and long-term disability insurances.
- Paid vacation and sick leave.
- Retirement plan and optional 457(b) plan.

To Apply

Please send a cover letter and resume to jobs@cmspcounties.org.

The duties herein are intended only to illustrate the various types of work that may be assigned, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of CMSP.