

COLORADO COMMUNITY HEALTH NETWORK (CCHN)
Vice President of Finance
Job Description

General Statement: The Colorado Community Health Network (CCHN) is a 501c3 membership association of Community Health Centers serving low-income, homeless, and migrant populations. CCHN is a dynamic, team-orientated non-profit that provides support and technical assistance to safety-net clinics in underserved communities. The VP of Finance must have experience in accounting, financial management, and providing financial leadership to not-for-profit organizations. The VP of Finance is responsible for the oversight of the CCHN Accounting Department; the financial systems and accounting systems for CCHN; and the financial management of the organization.

General Duties:

1. Provide financial leadership for the organization.
2. Oversee, monitor, and maintain all financial and accounting systems for CCHN.
3. Oversee the preparation of the monthly General Ledger reports for CCHN.
4. Prepare the monthly financial reports for Board of Directors for CCHN.
5. Ensure compliance with all grant and contract fiscal requirements for CCHN.
6. Prepare an annual budget and narrative, and, if needed, an annual revised budget and narrative for CCHN.
7. Develop grant and contract specific budgets in partnership with program staff for CCHN.
8. Oversee the payroll and benefits systems for CCHN.
9. Ensure 1099s are distributed annually for CCHN
10. Monitor lobbying expenses and ensure compliance with all rules and regulations (both state and federal) for CCHN.
11. Track and monitor each CCHN cost center to ensure compliance with grant and contract budgets
12. Prepare forecasts for overall organization and specific cost centers.
13. Manage CCHN investments in compliance with Investment Policies
14. Oversee and ensure compliance with approved Finance Policies and Accounting Procedures. Recommend updates to Policies and Procedures as needed.
15. Coordinate and oversee all areas of the external audits and 990 reports for CCHN.
16. Oversee and ensure accuracy in all financial reporting to funders for CCHN.
17. Oversee and ensure that federal financial reports (PMS 272 and FSR 269) are submitted on a timely basis for CCHN.
18. Participate as staff on CCHN Finance Committee.
19. Participate on CCHN Corporate Compliance Team.
20. Prepare other financial reports as requested by CCHN CEO and COO.
21. Other duties as assigned.

Minimum Qualifications:

1. A Bachelors degree in Accounting or Business Administration is required.
2. At least 7 years of experience in the fields of accounting and financial management.
3. Experience working in a not-for-profit environment that has multiple funding streams.
4. Demonstrated ability to provide financial leadership, including strategic thinking, business acumen, managing others, and providing direction.
5. Thorough understanding of general accounting principles and procedures, business and administrative practices, and non-profits.
6. Excellent computer skills, particularly with all software in Microsoft Office 2000, including Word, Excel, Access, and Outlook. Excellent skills with MAS 90 accounting software.
7. Ability to work as a team member and work effectively with diverse people.
8. Demonstrated awareness of, and value for, cultural competence.
9. Fluency in written and spoken English.
10. Ability to travel.
11. Physical ability to stoop, kneel, bend, use a computer and perform light lifting.

CCHN is an equal opportunity employer, offering flexible benefits, a casual work environment, and competitive compensation (DOE).

Category: Full-Time, Exempt

Responsible to: CCHN Chief Operating Officer

To Apply: Please submit a cover letter, resume, and salary requirements by the end of the day on Friday, September 12, 2008. Candidates may email, fax, or mail the required information to:

Nadine Carr
CCHN
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NO PHONE CALLS PLEASE