



MERCER COUNTY BEHAVIORAL HEALTH COMMISSION

JOB TITLE: Chief Financial Officer
DEPARTMENT: Administration

EMPLOYMENT STATUS: Full-Time
FLSA STATUS: Exempt

POSITION PURPOSE:

Position will oversee the operations of the accounting/fiscal responsibilities of the Behavioral Health Commission, Inc. and the county-wide system to deliver behavioral health and intellectual disability services.

ORGANIZATIONAL ROLE:

This position will be responsible to provide direction and management of the staff resources for the accounting department under the oversight of the Chief Executive Officer. Position will also serve as a key member of the Agency's administrative team.

JOB SCOPE:

Position will oversee all financial affairs of the Agency to include the management and accountability of all funds applied to the administration and delivery of services. This involves the oversight of an approximate \$21 million budget comprised of federal, state, county, and other third-party revenue; accounts payable/receivable; payroll/tax processing; and the timely compilation and submission of all related reports.

ESSENTIAL FUNCTIONS OF JOB

- Development and finalization of complete agency and system budget.
- Position will create a fiscal year line item budget for BHC as well as for the overall system to reflect applied funds, revenues, and projected expenses.
- Provision of continued monitoring/analysis of all expenditures of the BHC and the system, as well as funds/revenues receivable.
- Position will develop processes and procedures and subsequently produce relevant/timely reports to assure the continued administrative monitoring of expenditures and receipt of revenues involved.
- Assurance to timely submission of all financial reports to accountable entities including state DHS, County, and Board of Directors.
- Position will develop process and procedure to complete and submit monthly/quarterly/year end financial reports in a timely and accurate manner.
- Provision of payroll system to assure timely compensation to the workforce and the adherence to requirements related to employment law.
- Provision of technical assistance and consultation to staff resources concerning fiscal operations/responsibilities of the BHC.

- Performance to other related work and responsibilities as identified by administration.
- Serves as the fiscal liaison between NWBHP and BHC.
- Participates in MCO sponsored fiscal committee activities.
- Provides suggestions to NWBHP in terms of design and development of fiscal projects.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey, and present information, explain procedures, and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

Bachelor's Degree in Accounting and ten years full-time professional experience in public or nonprofit accounting, including six years of experience in progressive responsibility and management. Experiences should include budgeting, procurement, and supervision of staff. MBA preferred.

Interested candidates may submit an employment application from our website www.mercercountybhc.org, or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Please send application to:

ATTN: Lynnett Beck, HR
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

Email to: Lynnett.beck@mcbhc.org

Fax to: 724-893-1067

Affirmative Action/Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.