



JOB TITLE: Vice President for Finance

STATUS: FULL TIME-EXEMPT

RESPONSIBLE TO: President/CEO

SALARY RANGE: \$ Competitive

GENERAL DESCRIPTION: Provide leadership and coordination of company financial planning, oversight and budget management functions. Ensure company accounting procedures conform to generally accepted accounting principles. Advise CEO on all financial matters.

DUTIES AND RESPONSIBILITIES:

All duties and responsibilities listed below are essential functions of this position and cannot logically be shared with another employee.

1. Direct and coordinate company financial planning and budget management functions.
2. Recommend benchmarks for measuring the financial and operating performance of departments.
3. Monitor and analyze monthly operating results against budget and assure timely and accurate reporting of same.
4. Oversee daily operations of the finance department.
5. Manage the preparation of financial outlooks and financial forecasts.
6. Prepare financial analysis for contract negotiations and product investment decisions.
7. Ensure compliance with local, state, and federal budgetary reporting requirements.
8. Work with department vice presidents and corporate staff to develop a five year business plan for the company.
9. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
10. Design, establish and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
11. Serve on planning and policy-making committees as requested by the CEO.
12. Direct financial audits and provide recommendations for procedural improvements.
13. Other duties as assigned by the CEO.

QUALIFICATIONS NEEDED:

Education: Bachelors Degree in Finance or Accounting (Masters Degree in Finance or Accounting preferred) and a CPA

Experience: Five to ten years of experience in senior-level finance or accounting position.

Knowledge and Skill Requirements:

1. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting principles. Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections. Working knowledge of short- and long-term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
2. Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight time frames and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
3. Work requires willingness to work a flexible schedule. Work will require some weekend and evening work. Working conditions are normal for an office environment

Personal: Understanding of and commitment to PPHS goals and mission. Must be able to work independently, as part of a team and have strong team-building skills. Extensive travel required.

Vision: Use of automobile required. Required to read and analyze data daily.

Hearing and Speaking: Required to communicate with staff and public in person and via telephone daily.

Agility and Dexterity: Physical dexterity to input and retrieve data daily. Required to perform written communication and use office equipment necessary to the performance of job duties (computer, printer, fax, telephone, calculator, copy machine).

Mental: Required to read, comprehend and analyze data daily.

Employee Name

Employee Signature

Date