

**QUALITY CARE PARTNERS  
JOB DESCRIPTION**

**JOB TITLE: Director of Finance (Exempt)**

**POSITION SUMMARY:**

Reporting to the Chief Executive Officer (CEO), the Director of Finance will be responsible for the overall planning, direction and operation of the financial services of the corporation. Duties include but are not limited to directing all accounting, financial reporting, asset control and disbursement processing functions in addition to coordinating the preparation of all financial statements.

**RESPONSIBILITIES:**

- Direct financial operations of QCP and OICP.
- Prepare monthly close and compilation and present internal financial statements and appropriate reports to Contract Committee and Board of Directors.
- Maintain all accruals and depreciation schedules.
- Direct calculation and collection of aging receivables and payables for all customers and vendors regardless of product line and/or customer.
- Conduct analysis of financial risks and benefits of business initiatives.
- Prepare and submit an annual operational budget, manage organization effectively within this budget, and report accurately on progress made and challenges encountered.
- Develop annual financial plans and projections.
- Prepare and work closely with accountant on annual tax preparations as required for all federal, state and ERISA regulations.
- Review and approve monthly cash/bank reconciliations.
- Direct the development and ongoing compliance of finance policies on an annual basis.
- Maintain monthly/quarterly spreadsheets for ACO lives for billing purposes.
- Audit monthly Rx admin fees and direct collection of same from clients.
- Prepare and present annual gainsharing calculations if applicable.
- Review and approve monthly contract employee billings.
- Direct financial compliance with QCP and OICP commercial and government programs corporation and participating membership

**REQUIRED QUALIFICATIONS:**

- Minimum of Bachelor's degree in finance or accounting.
- Strong knowledge of project-based accounting software (e.g., Quickbooks).
- Impeccable mathematics and analytical skills.
- Able to meet tight deadlines and work evenings as needed.
- Excellent computer skills.
- Deep experience in program budgeting and fiscal management.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.
- Excellent organizational and prioritization skills.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.

**DEMONSTRATE QCP VALUES:**

The values of Quality Care Partners are demonstrated on a daily basis and reflected through job duties and responsibilities as evidenced by:

- **Caring:** Seek to listen, understand and respond to our customers' needs with care; Communicate with co-workers and customers with positivity and empathy; Be good stewards of QCP resources.

- **Excellence:** Strive to exceed, not just meet expectations; Always deliver services with accuracy and efficiency; Recognize and utilize your strengths and the strengths of others.
- **Improvement:** Bring new ideas to create positive change and solutions; Be open to the ideas and suggestions of others; Be an advocate to continuously improve QCP.
- **Accountability:** Take ownership for your daily decisions; Stay focused on your job and eliminate distractions while at work; Demonstrate QCP values in everything you do.

**TRAITS AND APTITUDES:**

- High level of awareness of pertinent details; excellent organizational skills.
- Excellent verbal and written communication skills.
- Must handle pressure effectively.
- Professional appearance and demeanor.
- Able to maintain confidentiality.
- Excellent computer literacy and skills with the ability to master programs needed for position.

**PHYSICAL DEMANDS AND WORK CONDITIONS:**

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

- Willingness to travel to educational programs and maintain up-to-date accounting principles.
- Must be able to speak, hear and see clearly to observe, assess, guide and evaluate others as well as perform necessary functions of job.
- Must be able to sit for extended periods of time
- Maintain Ohio drivers license unrestricted
- Must be able to climb, lift 25 pounds, stoop and bend and reach above head.
- Ability to collect data, interpret findings, set priorities and carry out established plan.
- Must read a significant amount of information in a relatively short period of time.

**EEO STATEMENT:**

Quality Care Partners is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.

**REPORTING RELATIONSHIPS:**

Position Reports to: Chief Executive Officer