

Job Title: Director of Finance

Reports To: Chief Executive Officer

Job Type: Full-Time, Exempt

Location: Rochester, NY area

Hybrid Work Options Available. Some on-site work required

As the trusted data steward for secure health information exchange, Rochester RHIO is one of the most respected, trusted and successful health information exchanges in the United States. Rochester RHIO serves 14 counties in the greater Finger Lakes Region and 1.5 million residents. At Rochester RHIO, we love connecting with talented people who get excited about making a difference in patient care with health data.

Rochester RHIO requires all employees to follow the company's COVID-19 vaccination policy upon hire. Please include 2-3 job references with your resume.

Job Summary:

We're seeking an experienced accountant leader in the role of Director of Finance. The ideal candidate will have proven industry experience as an accountant in a senior role. As a strong communicator and skilled financial analyst, you will make it your mission to streamline our budgeting, payroll, and financial reporting processes.

The ideal candidate will be responsible for ensuring consistent corporate financial strategy through a range of avenues such as managing and allocating accounts, financial statements, and tax data. The candidate will also be the point of contact for banks, auditors, and tax authorities.

Duties/Responsibilities

- Manage day-to-day company accounts
- Assist with financial planning
- Provide comprehensive financial updates to the Senior Leadership Team by evaluating, analyzing, and reporting appropriate data points
- Guide financial decisions by applying company policies and procedures to current economic landscape
- Develop, implement, and maintain financial controls and guidelines
- Achieve budgeting goals with proper scheduling, analysis, and corrective action

- Maximize payroll efficiency through innovative process development
- Help develop and support short and long-term operational strategies
- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements as well as the requirements of private contributions, loans, and government contracts
- Maintain internal control safeguards for the receipt of revenue, costs and both team and organizational budgets and actual expenditures
- Establish financial and operating benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis
- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
- Oversee and support accounting team with dynamic leadership that creates an environment of trust and productivity
- Oversee Budget forecasting and cash flow management
- Ensure government compliance in all tasks

Required Skills and Abilities

- Bachelor's degree in business, accounting, or related field required; Master's degree preferred
- 5+ years of experience as a senior-level accounting or finance manager with significant leadership experience preferred
- Strong working knowledge of detailed financial data analysis
- Proven payroll experience, with a focus on streamlining accounting processes
- CPA Strongly Preferred
- Understanding of US GAAP
- Working knowledge of finance law and regulatory standards
- Proficiency with current financial software

The right candidate may be considered for a more senior level role (Senior Director / Vice President of Finance position).

More About the Company:

Health information exchange services allow a medical care team to share records across institutions and practices, making patient information available wherever and whenever needed to provide the best care. Patients benefit from fewer repeated tests, easier second opinions, and a reduced risk of mistakes caused by poor handwriting or

incomplete records, and more informed care during office visits and emergencies. Rochester RHIO is a Qualified Entity of the Statewide Health Information Network of New York (SHIN-NY), and was founded in 2006. You can learn more at <https://rochesterrhio.org>.

Rochester RHIO is an equal opportunity employer, and we celebrate diversity at our organization.

####