

JOB DESCRIPTION



POSITION TITLE: Director of Finance

REPORTS TO: Superintendent

SALARY: Salaried, Exempt, Benefits eligible position

GENERAL DUTIES:

The Director of Finance will perform all day-to-day accounting activities, review all contracts to identify and assess accounting implications and mitigate risks to the District, oversee and manage all aspects of the properties owned by the District, collaborates with Swedish Edmonds' staff to ensure proper oversight of the District assets, provide guidance and oversight to ensure compliance with all applicable RCWs, coordinates with external organizations necessary to help support the District's operations, act as the District's Public Records Officer and appointed as the District Auditor. Serves as a member of the senior management team in developing organizational policies and direction. Performs other duties as assigned.

SPECIFIC DUTIES:

Accounting and Finance (60%)

- Perform all day-to-day finance and accounting duties: managing payables and receivables, completing month-end close in a timely manner, reconciling the bank (including credit cards) and investment accounts, overseeing cash management, and preparing monthly financial statements that are in compliance with governmental accounting standards.
- Identifies and implements efficiencies to automate financial processes and procedures.
- Organize the monthly Finance Committee meeting. Prepare the monthly packet, develop the agenda, coordinate a meeting date/time, facilitate the meeting and take notes.
- Present the monthly financial statements, cash activity summary and warrants at the monthly Board meeting. Communicate any significant financial outliers and/or concerns that were discussed at the Finance Committee meeting.
- Manage all aspects of the annual financial statement audit, State Accountability Audit and any Department of Revenue audits.
- Collaborate with the District staff and the Commissioners to develop and pass an annual budget (that meets state and county requirements) by November 15th of each year. Create resolutions for the property tax levy and the budget as required by law and monitor the budget throughout the year to ensure compliance.
- Coordinate the bi-weekly payroll process with the external payroll provider. Ensure payroll data is submitted on-time and that pay rates, deductions and accruals are accurate. Review payroll reports and filings provided by the third-party administrator for accuracy.
- Reconcile and review monthly third-party administrator transactions for workers' compensation and rental properties and enter relevant information into QuickBooks.

Compensation & Benefits (5%)

- Coordinate employee hiring activities, new hire orientation, and personnel file maintenance.
- Administer employee benefit plans (including healthcare, dental, flexible spending accounts and retirement) and protect confidential information.

Property Management (10%)

- Manage all aspects of real property including sales, acquisitions, surplus, planned maintenance and development.
- Work with tenants, property manager and brokers, as necessary, to create, revise and negotiate building leases and supervise tenant improvement projects.
- Coordinate with Swedish Edmonds bi-annually to conduct a fixed asset inventory/verification on District-owned assets.

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- Manage building compliance (e.g. fire inspections and security) and coordinating routine and emergency maintenance and repairs in the Verdant facility and on the property.
- Provide project management support, budget oversight and act as the District's liaison for development projects.
- Work closely with the District's legal counsel to provide the Superintendent and Commissioners with guidance on strategies and legalities related to real estate and personal property.

Other Duties (25%)

- Act as the Risk Manager. Manage all insurance policies and claims against the District. Review all contracts and leases. Maintain a calendar for operational policies to be reviewed annually to ensure compliance with state laws. Work with legal counsel and the Superintendent to identify and mitigate risks to the District.
- Serve as the Public Records Officer and the designated point of contact for members of the public requesting information disclosures. Ensure compliance with all laws and regulations required by Washington State and the federal government related to records retention and the Public Records Act. Coordinate records requests after consulting with legal counsel.
- Appointed as the legal District Auditor.
- Work with the Superintendent to ensure technology tools are up to date to support team members and operations. Ensure data storage and management is operational and secure.
- Assist as needed to help support District's daily operations.

PHYSICAL DEMANDS:

- To successfully perform the essential duties of this position, an individual must be able to sit for extended periods and use office equipment (including phones and computer keyboards). Individuals must be able to engage with others over the phone and in-person by voice.
- Potential evening and weekend hours needed based upon the needs of the business.
- Position requires occasional travel using personal vehicle.
- Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions. Regular attendance is an essential function of the job.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in business, finance or accounting
- Previous bookkeeping or accounting experience
- Five or more years of related experience in progressive roles
- **Knowledge, Abilities and Skills:**
- Knowledge of governmental entity compliance (i.e. RCWs related to public hospital districts)
- Self-sufficient in various office software, including Microsoft Office (Word, Excel, Outlook, and PowerPoint) and other relevant software products.
- An abiding commitment to diversity, equity and inclusion in all forms.
- Excellent communication skills.
- An ability to develop a framework to anticipate and account for all kinds of risk.
- Ability to stay calm under pressure.
- Strong sense of integrity.
- Ability to work collaboratively as part of a team.

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The above job description is meant to describe the general nature and level of work performed. It is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with federal and state laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

The Verdant Health Commission does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Although not mandated, The Verdant Health Commission is a 100% vaccinated workforce. We model the healthy behavior that we encourage the residents of South Snohomish County to follow.

ACKNOWLEDGMENT:

The above at-will position description has been reviewed by me. I understand my duties and responsibilities. I also understand that duties and responsibilities may change to meet the needs of the organization.

Employee name: _____ Date: _____

Supervisor's name: _____

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