

Kahala Nui Job Description

Vice President & Chief Financial Officer

Position:	Vice President & Chief Financial Officer	Department:	Business Office
FLSA:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Supervisor:	President & CEO
Supervises:	Billing Specialist, Accounting Supervisor	Approved by / Date:	

POSITION SUMMARY

Responsible for financial and fiscal operations for the Community. Responsibilities include but are not limited to: ensuring the proper implementation of sound internal controls; interfacing with the President & CEO, VP & COO and the Department Managers to effectively manage the business planning, budgeting and accounting to help identify financial areas which may need attention; identify and implement procedures which will enhance the fiscal operations of the Community; and generation and maintenance of accurate financial statements and accounting records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- CREATE, COORDINATE, and EVALUATE the financial programs and supporting information system of the company to include budgeting, taxes, and conservation of assets.
- ENSURE compliance with local, state, and federal budgetary reporting requirements.
- APPROVE and COORDINATE changes and improvements in automated financial and management information systems for the company.
- OVERSEE the approval and processing of revenue, expenditure, and position control documents, department budgets, payroll posting, ledger, and account maintenance and data entry.
- COORDINATE the preparation of financial statements, financial reports, special analyses, and information reports.
- DEVELOP and IMPLEMENT finance, accounting, billing, and auditing procedures.
- ESTABLISH and MAINTAIN appropriate internal control safeguards.
- INTERACT with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- ENSURE records systems are maintained in accordance with generally accepted auditing standards.
- DEVELOP and DIRECT the implementation of strategic business and/or operational plans, projects, programs, and systems.
- ANALYZE cash flow, cost controls, and expenses to guide business leaders.
- ANALYZE financial statements to pinpoint potential weak areas.
- ESTABLISH and IMPLEMENT short- and long-range departmental goals, objectives, policies, and operating procedures.
- VERIFY financial resources of applicant(s) residents.
- SERVE as administrative liaison for the Board Budget & Finance Committee and the Investment Committee.
- DEVELOP and SUPPORT strategic plan and new programs which benefit Residents, Kahala Nui, and other key stakeholders.
- PARTICIPATE in committee or task force groups such as the Level of Care Committee as required.
- ATTEND all in-services as required.

Vice President & Chief Financial Officer

- UPHOLD all community and departmental hospitality and service standards.
- SUPPORT and CONTRIBUTE to any organizational initiatives to achieve Kahala Nui's long-term goals.
- MAINTAIN a clean and safe work environment following the "clean as you go" policy.
- RESPOND to all resident requests or needs in a timely and courteous manner.
- COMPLY with all company policies and procedures and all federal, state and local laws and regulations.
- Promptly REPORT any potential fraud or safety, health or company policy violations to Supervisor or Human Resources.
- COMPLY with all HIPAA requirements to protect the confidentiality of PHI (protected health information).
- DEVELOP and IMPLEMENT a management information system to facilitate decision-making and process improvement.
- CREATE and periodically UPDATE a long-term financial plan for the organization.
- PROVIDE senior level leadership to the organization, especially regarding financial management.
- IMPLEMENT investment decisions of the Investment Committee and track investment results.
- COMPLETE other duties as assigned by Supervisor.

MANAGEMENT or SUPERVISORY RESPONSIBILITIES

- PROVIDE direct and indirect supervision to include hiring, training, evaluating, and counseling of department's staff.
- SCHEDULE department's staff and EDIT and APPROVE all payroll timecards.
- PREPARE the department's annual operating budget and MAINTAIN departmental operations within the annual budget.
- DEVELOP and ENFORCE departmental standard operating procedures.
- PROVIDE a positive role model for all staff and MOTIVATE staff to perform to their highest potential.
- ENFORCE all departmental and company policies and procedures.
- SERVE as Manager on Duty as required including all First Responder duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Bachelor's degree in accounting required.
- 5 years previous Accountant experience required.
- 3 years previous management experience required.
- CPA Certification preferred.
- Proficient in the use of computer programs, preferably MS Word, Excel and Outlook.
- Proof of annual tuberculosis clearance in accordance with state regulations.

(Equivalent experience or education may be substituted at the hiring manager's discretion for educational or work experience requirements)

Knowledge, Skills and Abilities:

- Must be able to read, write, speak, and understand English to facilitate proper communication.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to solve problems under minimal supervision.

WORK HOURS

- Normally Monday – Fridays. Must be available to work varied schedules including weekends and holidays, depending on operational needs.
- Remote work may not be available.

WORKING CONDITIONS

- Works primarily indoors in a climate-controlled setting.
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the SDS Manual
- Continuous exposure to residents who are ill, confused, irritable and irrational.

MENTAL, COMMUNICATION and PHYSICAL DEMANDS

- May be subject to frequent interruptions.
- Works under deadline driven environment.
- Requires use of independent judgement and discretion.
- Requires communication with residents, families, vendors, contractors, Board members and all levels of staff.
- The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job.

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop or kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell	x			

Does this job require that weight be lifted, or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

The information within this job description has been designed to indicate the general nature and level of work performed by an Associate in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of the Associates assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Print Name

Associate's Signature

Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.