



Valley Consortium for
Medical Education

**Valley Consortium for Medical Education
POSITION DESCRIPTION**

Pertinent Position Description Data	
Position Title: Director of Finance and Administration	Date: February 8, 2019
FLSA: Exempt - Administrative	Reports to: VCME Chief Financial Officer and VCME Board of Directors
Sponsor: Valley Consortium for Medical Education (VCME)	

POSITION SUMMARY

The Director of Finance and Administration shall ensure the day-to-day management of the Valley Consortium for Medical Education is accomplished consistent with VCME policy and procedures, generally accepted accounting principles and requirements of federal, state and local governmental agencies. The Director of Finance and Administration shall oversee and maintain all fiscal and human resource processes for VCME including oversight of accounting, annual budget(s), financial statement preparation and presentation, payroll processes, annual audit, tax reporting, personnel management, purchasing, contract compliance, financial analysis, and other duties as required.

REPORTING RELATIONSHIPS

Works under direction of the VCME Board of Directors with fiscal direction and oversight from the VCME Chief Financial Officer. As an “at will” employee may be removed by the VCME Chief Financial Officers or VCME Board of Directors without cause.

QUANTIFIABLE DIMENSIONS

Provides the day-to-day management of fiscal and administrative operations consistent with established policies and procedures, recommending changes as appropriate.

WORKING RELATIONSHIPS/CONTACTS

Frequent contact with VCME Board members, the VCME Chief Financial Officer, VCME Accounting and Human Resources staff, members of the Finance/Management, Human Resources and Audit committees. The Director of Finance and Administration shall have direct contact with the VCME’s insurance brokers, payroll servicers, retirement servicers, community health care organizations, contracted faculty and facilities, and allied agencies and representatives.

PRINCIPAL ACCOUNTABILITIES

1. Provide support to the VCME Board and committees by ensuring all meetings are scheduled and a record of all actions are taken and maintained.
2. Closely monitor the VCME Bylaws and Master Participation agreement requirements and procedures and recommend changes if appropriate.
3. In collaboration with the Program Directors, and Accounting / HR staff, prepare the budget, anticipating expenses and funding sources; closely monitor the annual budget.
4. Develop a sound business case for future spending decisions and reports performance outcomes through preparation of VCME Board quarterly budget updates and recommend necessary adjustments.
5. Monitor cash flow, grant funding, revenues, deferred revenues, and member surpluses.
6. Prepare and present quarterly and year-end financial statements to Finance/Management Committee and VCME Board.
7. Work with Tenet government programs as needed in forecasting IME/GME PRA revenue for programs.
8. Review payroll processing in a timely and accurate manner, and ensure that the various governmental payroll reporting forms are completed and submitted as required by TPA, including the State DE 1, Quarterly 941 and Quarterly State Unemployment Insurance Report.
9. Audit payroll reports periodically for accuracy.
10. Participate in negotiation and audit all contracts for services, ensuring consistency with the budget and administering program resources in the most cost effective manner and ensure all reporting, renewal and funding use requirements are met and progress reports are completed for all applicable funding sources.
11. Accumulate data for the annual tax filings for the corporation (Form 990) and oversee preparation of the annual 1099's for contracted services.
12. Participate in the grant application process as needed, making financial projections as needed and make long term projections of costs/revenue sources associated with future program growth and development.
13. Develop policies and procedures for residency reconciliations, with oversight of preparation to ensure accuracy.
14. Oversee the THC HRSA Grant annual reconciliations and audit.
15. Engage CPA firm and oversee the annual Financial Statement audit.
16. Meet with Audit Committee and CPA to review Financial Statement audit.
17. Engage CPA firm in annual 990 preparation, reviews return for filing.
18. Work with legal counsel on open cases, contract changes, and special projects as needed.
19. Participate in the recruitment, selection, evaluation and termination of assigned staff with clearly communicated goals and performance standards holding employees accountable for results.
20. Collaborate with Human Resources staff and Committee to maintain and recommend human resources policies and procedures.
21. Manage the collective bargaining agreement to ensure all obligations are met and adhered to.
22. Participate in the collective bargaining agreement labor negotiations.
23. Build relationships with key stakeholders within VCME and the community to build strong ties between the community and VCME.
24. Make fair decisions based on facts and sound values and investigates complaints and recommend appropriate corrective action in a timely manner.

MINIMUM POSITION REQUIREMENTS

Knowledge, Skills and Abilities

- Thorough knowledge of accounting and fiscal management and reporting and thorough understanding of appropriate use of resources in accordance with VCME policies or requirements.
- Knowledge of modern principles and practices of personnel management, human resources, benefit administration and/or workplace safety.
- Knowledge of contract preparation, management and monitoring practices and procedures.
- Knowledge of applicable laws and legislation impacting employer-employee relations not limited to the National Labor Relations Act, Comprehensive Omnibus Budget Reform Act (COBRA); recent health care reform, ADA and Equal Employment Opportunity laws.
- Thorough working knowledge of generally accepted accounting principles, auditing techniques and budget preparation and monitoring procedures.
- Ability to communicate complex information in a well thought-out easily understood manner, both orally and in writing in a variety of settings and styles;
- Ability to communicate in an honest, direct and professional manner, relating well to others to build rapport and effective relationships.
- Ability to demonstrate active listening by asking clarifying questions, identify and share relevant information and solicit feedback from others and give and receives feedback objectively.
- Ability to model a strong commitment to quality and cost-effective administration of VCME programs.
- Ability to gather appropriate level of data and conduct thorough analysis to make sound decisions
- Ability to investigate complaints and grievances in an open and honest manner and make fair decisions based on facts and sound values.
- Ability to promote fiscal responsibility by making timely recommendations for budget modifications based upon actual expenditures and revenue.
- Ability to identify and recommend improvements to fiscal performance and operating procedures.
- Skill with contract development, maintenance and negotiation
- Skill with various software packages, including word processing, spread sheet applications, and financial management, payroll and human resources programs and ability to recommend and implement improvements/upgrades to these software packages.

EDUCATION AND EXPERIENCE

Education: Bachelor's Degree in Accounting, Business Administration or a related field. A Master's degree in Accounting, Business administration or a related field would be considered desirable. Directly related experience may substitute for up to two years of the education requirement.

Experience: The individual selected must have three (3) years of management level experience in budget preparation, human resources, contract administration and/or accounting ideally in a health care environment managing the work of others. The incumbent must have experience in accounting and/or financial management. Sound fiscal management and/or human resources experience in a collective bargaining environment will be considered highly desirable.

COMPENSATION

Competitive salary will commensurate based on education, knowledge and experience.

Physical Requirements and Working Conditions

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other equipment.

APPLICATION/RESUME

To obtain an application, go to <http://www.valleymed.org/jobs.shtml>.

Mail application and resume to:

Jamie Croft
Human Resources Manager
Health Services Agency
PO Box 3271
830 Scenic Drive
Modesto, CA 95353
Phone: (209) 558-7370
Fax: (209) 558-5026
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