

## Director of Finance

Classification: Full Time

Reports To: Chief Operating Officer

### Company

MyHealth Access Network is an Oklahoma based non-profit state designated Health Information Exchange connecting more than 350 organizations, including health systems, providers, behavioral health clinics, pharmacies, social services, payers, and state agencies to improve care coordination and lower the overall cost of care.

MyHealth plays a critical role in improving care delivery by ensuring that each patient's complete health record is available at the right time, in the right setting and in the right format. By working together to build MyHealth, participating health care providers have created a network that positions them for success in value-based payment models, and provides the data and innovations they need to improve the health and well-being of an entire state.

### JOB DESCRIPTION

We are searching for a highly-analytical director of finance to oversee our company's financial planning and accounting operations. In this position, you will not only be an accomplished accountant and proactive with company finances but will also be strategically knowledgeable and aware in order to provide advice on the best path of growth for our business.

Your duties include establishing targets, developing budgets, and performing financial analysis. The ideal candidate will be an excellent communicator with outstanding interpersonal and leadership abilities. Your ultimate goal will be to guide the company towards profitability and success.

### Responsibilities:

- Oversee the financial strategic planning of the company by evaluating its performance and potential risks.
- Perform regular financial analysis.
- Develop budgets that meet the requirements of company departments.
- Establish targets and manage all accounting and finance employees including management accountants and external auditors.
- Supervise all audit and internal control processes.
- Prepare detailed reports on the company's financial performance.
- Guarantee compliance with all financial laws and guidelines including but not limited to GAAP.
- Recognize patterns in company spending, revenue, and recommend solutions to any problem areas.
- Coordinate with external financial entities on behalf of the company.

### Skills:

- Bachelor's degree in accounting, finance, or relevant field.
- A minimum of 5 years' experience in financial management.

- Current CPA licensure
- In-depth knowledge of accounting software, accounting principals, and financial analysis.
- Excellent communication and interpersonal abilities.
- An analytical mind with good organizational skills.
- Outstanding leadership skills.

### **Software**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge and proficiency in QuickBooks, Salesforce and Tableau a plus but not required

### **Supervisory Responsibility**

Manager of Accounting reports directly to this position.

### **Physical Demands**

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.

### **Work Environment**

This job operates in a professional virtual office environment (Remote). This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, paper binders and paper cutters.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:30 a.m. to 5 p.m. and must work 40 hours each week to maintain full-time status.

Travel Occasional - travel may be required in support of customers, local and statewide.

### **AAP/EEO Statement**

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The following are always expected:

- Comply with employee handbook.
- Be prompt and on time.
- Communicate clearly.

- Treat others with respect.
- Maintain confidentiality where appropriate.
- Be honest and open with questions, concerns, and feedback for others.