

# **Director of Finance and Administration / Associate Director**

Organization: Mental Health & Recovery Services Board

Location: Zanesville, OH (Serving Coshocton, Guernsey, Morgan, Muskingum Counties)

Schedule: Monday–Friday, 8:00 AM – 5:00 PM (40 hours/week)

Status: Exempt

Start Date: Effective March 1, 2024

Pay Range: Pay Grade 10

## **Key Responsibilities**

- Oversee all financial operations, including budgeting, forecasting, and financial analysis.
- Develop and implement financial strategies aligned with organizational objectives.
- Prepare financial reports, presentations, and dashboards for senior management and board members.
- Coordinate audit procedures for the Board and contract agencies.
- Manage risk assessment and mitigation strategies related to investments, debt, liquidity, and compliance.
- Lead budget development, monitoring, and variance analysis.
- Drive continuous quality improvement in fiscal operations and identify cost-saving opportunities.
- Represent the organization at external meetings and events when needed.
- Provide office coverage and perform other duties as assigned.

## **Core Competencies**

- Leadership: Ability to inspire confidence, motivate teams, and foster a positive work culture.
- Financial Management: Expertise in budgeting, forecasting, and financial analysis.
- Risk Management: Skilled in identifying and mitigating financial risks.
- Communication & Collaboration: Strong interpersonal skills to work with internal teams and external stakeholders.
- Continuous Improvement: Commitment to process optimization and staying informed on best practices.

## **Qualifications**

- Bachelor's degree in accounting with 5 years of experience in accounting and business operations, or Master's degree in a related field with 3 years of experience.
- Valid Ohio driver's license and willingness to use a personal vehicle for work.
- Proficiency in QuickBooks Online, Excel, and billing systems.
- Strong communication and computer skills.

To apply, please submit your resume and cover letter to the Mental Health & Recovery Services Board.