

Job Title:	Finance Specialist II
Reports To:	Director of Finance
FLSA:	Non-Exempt
Days/Hours of Work	This is a full-time position with an expected eight (8) hour workday. A typical workweek is Monday – Friday; 8am – 5pm however the position may be required to work flexible hours, additional hours and some weekends.
Location	2315 W. Jackson St., Pensacola, FL – Finance Department

Single Mission, Multiple Impact

When we say we want to improve community health, we mean it.

As a Community Health Center, we believe that a healthy community starts with a healthy home. As health advocates, we work to see beyond our singular mission of providing accessible healthcare to all, to truly impact the heart of our community on multiple levels. We are from the communities we serve, and we feel it is our responsibility to broaden the scope of health from the home, to our neighborhoods, and the community at large. We are envisioning community health for all.

JOB PURPOSE

The Finance Specialist II position supports the Chief Financial Officer (“CFO”) and Accounting & Finance Department by performing functions necessary to maintain financial stability and safeguard assets.

ESSENTIAL FUNCTIONS

1. Assists with classifying, coding, posting and balancing internal financial accounting documents and reports;
2. Prepare accounting records involving a variety of transactions and accounts;
3. Prepare journal entries and reconciliation of general ledger, journals, subsidiary accounts and bank statements;
4. Analyze and prepare varied financial statements and reports;
5. Reviews accounting operations for performance accuracy;
6. Communicate effectively in a manner that promotes trust and cooperation;
7. Collaborate with those responsible for accounting, payroll, and audit responsibilities;
8. Participate in administrative and community meetings as assigned;
9. Adhere to all CHNWF Standard Operating Procedures, including, but not limited to attendance, dress policy, time reporting, conflict of interest and HIPAA regulations;
10. Other tasks as needed to support the ongoing functioning of the organization.

SUPERVISION

N/A

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.

MINIMUM REQUIREMENTS

Bachelor of accounting, healthcare management or business from an accredited college or university is required; experience in lieu of degree.

Excellent computer skills with Microsoft Office Suite products, with an emphasis on Excel; Ability to travel to other ECC site locations, as required conferences and trainings and to meet with consultants.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates ability to problem solve and execute to achievement;
Demonstrates customer/client focus;
Skilled and able to demonstrate verbal and written proficiency in communications;
Proficient in multi-tasking and time management;
Proficient in Microsoft Suite (i.e. Word, Excel, Outlook, PowerPoint, etc.).

PROFESSIONAL ATTRIBUTES

Professional and business style that is results oriented, open and transparent;
Commitment to providing high quality healthcare to patients in underserved communities;
Flexibility;
Unquestioned integrity;
Strong planning, organizational and change management skills;
Ability to work effectively in a team environment;
Clear, concise and persuasive writing, communication, listening and presentation skills;
An orientation and commitment to deadlines and details;
Demonstrated ability to work effectively with employees at all levels;
Excellent and detailed research and analytical skills;
Able to interpret complex rules and regulations;
Decisive and exercises good judgment under pressure;
Ability to manage a diverse and demanding workload;
Ability to work in a fast-paced environment;
Must have the demonstrated ability to deal with highly confidential information.

WORKING ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS

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

PROFESSIONAL EXPECTATIONS AND COMPETENCIES

Dignity & Respect. No matter the circumstance, we treat everyone with the utmost respect they deserve in a professional manner.

Quality. Our promise is to deliver uncompromising quality care and service to all our patients.

Compassion. We are caregivers first, serving the needs of our patients in a welcoming and positive environment.

Empowerment. We empower people to be proactive in their care and envision their own picture of health.

Community. Our responsibility to our community is what drives us forward.

Commitment. We are committed each and every day to bring our vision of a healthy community to life.

AT- WILL EMPLOYMENT

CHNWF is an At-Will employer. This means that either you or CHNWF can end your employment relationship at any time, for any reason, or no reason, not prohibited by law unless you have signed a written employment contract as agreed to by the Chief Executive Officer of CHNWF.