

## **Finance Director**

### **About Rural Health Association of Tennessee:**

RHA is a 501(c)3 non-profit with the mission to lead the way for a healthy Tennessee through partnerships, advocacy, education, and resources. We are a member-led, staff-driven organization committed to making Tennessee among the healthiest states in America.

### **Position Description:**

The Finance Director will be part of a collaborative team that is responsible for our fiscal human resource operations. This position manages all administrative processes related to finance, purchasing, and human resources. It is important that this person have a customer service mindset for our internal staff managing programs for our members. The Finance Director may supervise 4-6 staff/contractors.

### **Position Responsibilities:**

- Ensure fiscal integrity through careful planning, documentation, and management of income and expenses, appropriate record-keeping, procurement of materials, supplies and services, and management of personnel and associated expenses.
- Manage deposits, accounts receivable, accounts payable, payroll, general ledger journal entries, month-end close-out and financial statements.
- Monitor cash flow and security of all transactions; perform cash flow projections and analysis on a regular basis
- Work with program directors to ensure that contract funds are properly allocated and utilized.
- Lead the process for RHA's annual financial, Single A, and funder audits/desk reviews.
- Perform financial analyses to identify cost saving opportunities
- Prepare and submit invoices or drawdowns, with supporting documentation to funders.
- Oversee administration of employee benefits
- Maintain all accounting and human resources files, including personnel files
- Supervise RHA staff and contractors while maintaining an environment that fosters teamwork and builds on individual strengths.
- Support the development, negotiation, and execution of contracts, sub-awards, and grants with funders, vendors, and partners.
- Ensure adherence to internal controls and compliance with legal and regulatory requirements, including IRS, OMB, and grant-specific guidelines.
- Oversee the organization's insurance policies, ensuring proper coverage for liability, property, and employee-related risks.
- Provide training and development for staff to enhance financial and regulatory literacy.
- Ensuring compliance with RHA's policies and procedures including personnel, financial, personnel, and data security/technology.
- Support the administrative needs of other RHA programs or operations as needed.

### **Travel Requirements – Up to 30% Time**

- Travel is required for RHA’s Annual Conference, (1) Regional Event, and other funder meetings as required. Some overnight travel is required.
- Occasional travel to Huntingdon and Murfreesboro, TN offices.

### **Qualification Requirements:**

- Master’s degree in Accounting, finance, public administration or business administration; or Bachelors with double the experience.
- 5 years non-profit accounting experience.
- 2 years direct experience with state and/or federal grants.
- 5 years QuickBooks experience.
- Must be detail-oriented, accurate, motivated, proactive, and able to meet deadlines.
- Able to plan, prioritize, and complete tasks with minimum supervision.
- Strong customer service skills, organizational skills, and a positive attitude.
- Flexible with ability to manage multiple projects in an efficient and timely manner.
- Ability to provide 3 professional references who can speak to attention to detail, customer service mindset, QuickBooks knowledge, and grants management experience.

### **Preferred Skills:**

- Experience working with project management tools such as Asana.
- Experience working with a remote team and remote management.

### **Additional Information:**

- Starting salary is \$75-\$85,000 depending on qualification requirements.
- Hybrid position; 3 days in Huntingdon or Murfreesboro office; 2 days remote.
- 37.5-hour work week, Monday – Friday, option to start/end day one hour early/late.
- Generous time off and schedule flexibility
- 100% employee health insurance option, Teladoc subscription
- \$50/month home office stipend, travel reimbursement (does not include travel to office)
- Professional development opportunities.

### **Application Instructions:**

- Qualified candidates submit a resume and cover letter to [jacy@tnruralhealth.org](mailto:jacy@tnruralhealth.org).
- All positions are subject to a minimum of a 90-day introductory period. Option to extend the introductory period if the employee and/or the employer do not feel they’ve had sufficient time to determine if the employee and job are appropriately matched.

RHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law.

Responsibilities and benefits are subject to change based on funding and business needs.