

## **Assistant 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. As a member-driven organization, the goal of the association is to serve as a trusted resource to our members, partners, and the public so that together we may tackle Tennessee's toughest public health issues.

### **Position Description:**

The Assistant Finance Director will be part of a collaborative team that will manage and support our fiscal operations. This position reports to the Senior Director-Operations and will manage all administrative processes related to finance. It is important that this person have a customer service mindset for our internal staff managing programs for our members. The Assistant Finance Director may supervise 2-4 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.
- Support 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.
- Maintain all accounting files.
- 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, 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:**

- Bachelor’s in accounting, finance, public administration or business administration.
- 5 years non-profit accounting experience.
- 2 years’ direct experience with state and/or federal grants.
- 5 years of 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.
- Must live in the state of Tennessee, preference for proximity to Murfreesboro.

### **Preferred Skills:**

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

### **Additional Information:**

- Starting salary \$65,000 with bachelors/\$70,000 with a masters degree or CPA certification.
- Hybrid position; 2-3 days in office; 2-3 days remote. Negotiable depending on location.
- 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:**

- Interested candidates may submit a via RHA’s job board: <https://rhat.mcjobboard.net/jobs>
- 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.