



Job Description

Job Title	Director, Finance
SOC	11-3031
Department	Finance
Reports To	CEO
Supervisory Duties	Yes
Classification	Full-time, Exempt
Travel Required	Negligible
Revision Date	February 2021

Summary of Position

The Director, Finance is responsible for the efforts, results, and success of IPMG's Finance Department. This position provides financial advice and support to help Senior Leadership and the Board of Directors make key decisions, while upholding the Mission and Core Values of IPMG.

Essential Functions & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Oversee and monitor the processing of IPMG's monthly payroll
- Oversee and monitor accounts payable and accounts receivable
- Oversee, review, and adhere to the organizational budget
- Oversee and monitor Medicaid billing
- Assist the CEO and Director, Human Resources in annual external audits (financial, 401(k), & ESOP)
- Oversee and manage internal controls
- Monitor cash flow, financial accounts, and other financial transactions
- Update and implement financial policies and procedures
- Participate in and present relevant information at Senior Leadership meetings
- Other projects as assigned by the CEO

Competencies

- Strong attention to detail and time management skills
- Strong written and verbal communication skills
- Ability to maintain confidentiality
- Analytical, research and critical thinking skills

Supervisory Responsibilities

This position has direct reports

Required Education & Experience

- Bachelors degree in accounting, finance, economics, or other related field
- 3-5 years of financial management experience
- Knowledge of accounting principles and practices
- Strong technology skills

- Ability to work successfully under minimal direct supervision

Preferred Qualifications & Experience

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Additional Eligibility Requirements

- Authorization to access the State of Indiana's operating systems
- Current and valid driver's license
- Current and valid car insurance
- Ability to pass a thorough background screen

Work Environment

This position functions in a traditional office environment, using standard office equipment such as a computer, phone, and scanner

Physical Demands

Minimal lifting and reaching is required. This is primarily a sedentary position

Position Type & Expected Hours of Work

This is a full-time position, with a standard work schedule of Monday-Friday, 8am-4:30pm, with additional hours as needed

Travel

Some occasional travel may be required

EEO Statement

IPMG is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, political affiliations, arrest records or any other characteristic protected by federal, state or local laws.

Other Duties

Please note 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.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date