



POSITION ANNOUNCEMENT

Position Title	Vice President of Finance (VP)
Direct Report(s)	None
Supervised By	Chief Executive Officer (CEO)

The Fulton Dekalb Hospital Authority (FDHA) is seeking an experienced financial management expert to join our leadership team.

Role:

The VP of Finance serves as the administrative lead for all financial management and oversight functions of the FDHA. This position administers and manages internal financial systems associated with the day-to-day operations of the agency. The VP of Finance is also responsible for providing oversight of financial investment strategies to include Pension and Endowment funds. This position also serves as the administrative liaison to the finance departments at Fulton and DeKalb counties and Grady Memorial Hospital Corporation (GMHC) in support of all required audit and reporting requirements. The VP of Finance reports directly to the CEO.

Duties & Responsibilities:

- Oversees all internal financial management systems and related controls
- In collaboration with the CEO and Trustees, oversees the development of the agencies annual operating budget
- Monitors budgetary expenditures including contracts, grants and endowments
- Maintains accurate cash flow balances and forecasts
- Manages debt and equity financing for the Authority
- Monitors and ensures all compliance reporting requirements
- Supports and oversees the execution of all required audits
- Prepares detailed monthly financial statements for the CEO
- Provides quarterly financial updates to Trustees and responds to any inquiries
- Provides support to the Pension and Endowment Committees
- Ensures that all transfer requests are routed to the CEO for approval expeditiously
- Serves as the liaison with FDHA banking institutions
- Maintains the schedule of investment management fees
- Ensures financial records are properly maintained in accordance with generally accepted accounting principles (GAAP).
- Ensures compliance with all legal and regulatory government financial reporting requirements
- Maintains internal financial management controls including standard operating procedures (SOPs)
- Oversees employee payroll and benefits
- Coordinates and executes check runs
- Reconciles bank accounts

Position Requirements

- Baccalaureate in Accounting or Business Administration (required).
- MBA in Finance or Accounting and relevant finance and accounting certifications preferred.
- Eight (8) years of progressively responsible accounting, investment, and finance experience in related government, not-for-profit, or healthcare position.
- Extensive knowledge of government accounting standards and tax codes.
- Endowment experience related to investments and required distributions preferred.
- Pension investment and management knowledge with documented experience.
- Excellent written, oral, and customer service communication skills.
- Ability to communicate with diverse groups of constituents.
- Superior analytical skills and a keen eye for details
- Strong computer skills with proficiency in Microsoft and accounting software.

Results:

The successful candidate will support the design and development of enhanced internal financial management systems and controls. This individual will drive the financial regulatory, monitoring and oversight functions of the FDHA, working closely with Grady Memorial Hospital Corporation (GMHC) and a host of key partners. The VP of Finance will actively participate in the Board of Trustees Pension and Investment Committee Meetings, keeping Trustees abreast of all pension and investment transactions made on behalf of the FDHA.

Vice President of Finance Salary

The salary will be based on educational background, experience and certification in the field of Accounting, Finance, Investment, Endowment, etc.

Interested applicants should submit a resume and cover letter to jgibson@thefdha.org. Only candidates selected for an interview will be notified. This position will remain open until filled.

The Fulton-DeKalb Hospital Authority is an equal opportunity employer and does not discriminate on the basis of age, race, creed, gender, religion and national origin.