



Finance Director – Island Nursing Home and Care Center

Island Nursing Home and Care Center (INH), an innovative, nonprofit nursing home in beautiful Deer Isle, Maine, announces the search for a Finance Director.

The Position

Reporting to and partnering with the INH's Administrator, the Finance Director will play a critical role in the development and implementation of strategies, structures, and policies. The Finance Director will have responsibility for the preparation of the annual budget, financial reporting, and the implementation and management of systems that allow the finance and administrative offices to operate in an effective manner. In addition, the Finance Director provides oversight and direction for the financial and administrative offices and their staffs, as well as oversight of the IT infrastructure.

Because community engagement is part of everyday life at INH, it is an expectation that our Finance Director will be someone who has a desire to get to know each of our employees, our residents and their families and who wants to be part of a community that cares deeply for the home we've created. The Finance Director will also staff the Finance Committee and report at Board meetings, so comfort with and confidence in presenting and reporting will be essential.

Background and Overview

Established in 1983 by community members who wanted to keep their aging family, friends and neighbors close to home, today INH serves 70 residents—38 in nursing (including a small number in skilled nursing) and 32 in residential care—most of whom come from the island or nearby communities. A long-time and highly experienced management team has created an environment where care is tailored to the unique needs of our residents and where independence and dignity are priorities.

INH has an annual budget of \$4 million, and, with 95 employees, is the largest employer on Deer Isle and one of the largest employers in Hancock County. More than a quarter of the staff have worked at INH for more than a decade, and there are several who have been with the organization since its founding. Together they offer residential care, long-term care, skilled nursing, hospice, activities for residents, and the first Namaste program in Maine (visual, auditory, and physical stimulation for residents with dementia).

INH benefits from the engagement of an active board of directors whose members provide appropriate oversight and are active in their committee roles. In the spring of 2015, the board launched a \$2 million capital campaign to fund refurbishment that will enhance our residents' quality of life and significantly improve our ability to serve them. Work is scheduled to begin in 2017.

INH's mission: to provide the highest level of innovative and quality healthcare to an aging population while maintaining community relations and honouring our core values of care, compassion, and service.

More details about INH can be found at www.islandnursinghome.org. Information about the beautiful communities of Deer Isle and Stonington can be found at www.deerisle.com, www.stoningtonmaine.org and you'll find highlights about the Blue Hill Peninsula at www.bluehillpeninsula.org.

Responsibilities

- As a business partner to the Administrator, develop tools and systems to provide critical financial and operational information to the Administrator and the Board, and make actionable recommendations on both strategy and operations;
- Provide timely reports to the Administrator and to the Board's Finance Committee and assist the Committee in establishing yearly objectives and meeting agendas as well as selecting and engaging outside consultants (auditors, insurers, business consultants, etc.);
- Oversee the annual budget process and monitor actual vs. budget on an ongoing basis to ensure the financial integrity of the organization;
- Develop and maintain cash-flow forecasting tools that reflect the financial plans of INH, that are updated to reflect actual results, and that assist in long-term cash management;
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance INH's cash position;
- Oversight and maintenance of all accounts, ledgers, and financial reporting systems, ensuring compliance with regulatory requirements, and audit requirements;
- Maintain internal control safeguards and coordinate all audit activities;
- Provide continual monitoring of all regulations and requirements governing contracts and agreements and ensure adherence to requirements, file financial reports, and advise management on needed actions to ensure compliance with Federal and State requirements, contractual agreements, and agency policies and procedures;
- Provide leadership to the Finance, Administrative, Information Technology departments.

Qualifications

- Bachelor's Degree in business or finance with significant concentration in accounting principles
- 3-5 years of experience in a financial position operating with independence and significant responsibility, ideally in a nonprofit organization;
- Proven strengths in managing a team and successfully interacting with residents, community members, partners, and employees at all levels;
- An effective communicator at all levels in the organization, with strong oral and written skills and a willingness to share information;
- Willingness and ability to perform routine tasks such as: billing, accounts payable, month end reconciliations, and follow up with governmental agencies;
- Knowledge of reimbursement and regulatory systems, ideally with Medicare/Mainecare experience;
- Familiarity with the management of healthcare technology;
- Must be able to travel independently to negotiate contracts, maintain vendor relationships, visit programs and execute all position responsibilities;

- Knowledge of and special sensitivity to the needs of the aging;
- The highest level of recommendations from references and peers.

Compensation

Comprehensive benefits package and competitive salary commensurate with experience.

This position reports directly to the Administrator. The successful candidate can expect a formal review after six months as well as an annual review.

To Apply

Interested candidates should send a cover letter and résumé to Starboard Leadership Consulting at the following address: search4@starboardleadership.com. Paper copies may be sent to Lisa Belyea, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please. **Review of applications will be conducted on a rolling basis with the final deadline for receipt of all application materials on February 17, 2017.**