## C O T T O N W O O D, I N C O R P O R A T E D

**COTTONWOOD CDDO**

### JOB DESCRIPTION

Revised: 9/19

**DEPARTMENT:** Administration **JOB TITLE:** Finance Manager

**JOB SUMMARY:** The person in this position performs accounting responsibilities in conformity with generally accepted accounting principles and within the limits of Cottonwood, Inc. policies, practices, structure, & budget. Will work with and under the supervision of the Chief Financial Officer in preparing financial records for presentation to the accounting firm representing Cottonwood, Inc. and the Board of Trustees. Directly responsible for the accounts receivable, payable, and payroll functions of Cottonwood, Inc. Will communicate frequently with all levels of staff, vendors, and other responsible parties involving questions and issues of finance.

**QUALIFICATIONS:** Bachelor’s Degree in Business, Accounting or related field with at least 3-4 years of experience. A CPA license is a plus. Experience supervising and managing personnel preferred. Not-for-profit and manufacturing experience preferred. Advanced Excel and data management skills. Must have strong social, interpersonal, verbal and written communication skills. Ability to learn new technology and exhibit a strong comfort level with computers and accounting software. Must have a valid driver’s license and a driving record acceptable to Cottonwood's insurance carrier. Must be able to pass all background checks and drug screen.

**SUPERVISION RECEIVED:** Chief Financial Officer

**SUPERVISION GIVEN:** Accounts Payable Clerk, HCBS Finance Clerk, Accounting Clerk

**THIS POSITION IS:** Exempt

**JOB RESPONSIBILITIES:**

\*1. Accounts Payable

A. Supervise & critique coding of disbursements to appropriate accounts and departments.

B. Supervise and critique all purchase requisition forms and purchase orders.

C. Process credit applications.

D. Prepare periodic Kansas sales tax reports.

E. Oversee categorization and filing of all Unclaimed Property

\*2. Accounts Receivable

A. Supervise processing of monthly contract work statements.

B. Supervise & critique the coding, entering, and application of all checks and monies.

C. Monitor and collect on current list of outstanding accounts receivable.

D. Supervise processing & coding of contract work invoices.

E. Supervise processing of maintenance & transportation invoices and statements.

F. Transfer AR into the general ledger in a timely and orderly manner.

\*3. Medicaid Billing

A. Supervise and coordinate the preparation of internal reports documenting billable Medicaid services

to ensure accuracy.

B. Supervise the Medicaid electronic billing process.

C. Respond to Medicaid billing reviews.

D. Perform Semi-Annual internal Medicaid Billing Review

\*4. Payroll

A. Supervise Payroll process

B. Monitor and keep garnishment files for accuracy and timely payments.

C. Reconcile payroll deductions with subsequent payables (insurance, KPERS, 457(b), etc.)

\*5. Other Finance Duties:

A. Monitor general ledger for accuracy & make necessary changes.

B. Prepare bank reconciliations for the Chief Financial Officer.

C. Monitor bank account balances and keep electronic checkbook up-to-date

D. Monitor, process, supervise and record grant receipts and disbursements

E. Critique & negotiate service & leasing contracts.

F. Establish/manage banking relationships for various accounts/CDs

G. Assist staff with questions and concerns they may have about financial transactions

\*6. HUD

A. Serve as Project Finance Manager for Housing & Urban Development Projects.

B. Manage financial aspects of HUD Properties. Submit reports in timely manner.

C. Assure effective implementation of HUD regulations of procedures through communication into

HUD and other resources available.

\*7. Cargo Strap

A. Manage the financial aspects of cargo strap contracts.

B. Perform accounting and bookkeeping in accordance with government and Source America

regulations.

C. Critique AP invoices, match with supporting paperwork, and disburse checks.

D. Monitor accounts receivable and deposit accurately in a timely manner.

E. Code, enter, and produce reports of cargo strap disbursements.

F. Reconcile checking account for cargo strap.

8. General

\*A. Maintain positive, professional working relationships with consumers, co-workers, supervisor, staff

members, parents, and community representatives. Present positive, fair, and accurate image of

the organization to the public. Observe the ***five and fifty*** ***rule***—greeting everyone within five feet

and smiling when they are within fifty feet.

\*B. Communicate accurately, professionally, and appropriately.

\*C. Develop *caring relationships* with each individual receiving services and use *lavish praise* and

positive reinforcement.

\*D. Work within prescribed schedule and complete responsibilities in a timely and efficient manner.

Assure that absences do not adversely affect the timely completion of responsibilities and unduly

burden co-workers.

E. Attend in-services as required to maintain competency in position.

\*F. Assure compliance with Cottonwood's Policies & Procedures.

G. Assist with and support the financial decisions of the Chief Financial Officer and the CEO.

H. This position will perform other duties within the guidelines of this job description as assigned by

the supervisor.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Organization's successful achievement of its mission.**

**\*Essential Functions**

**C O T T O N W O O D , I N C O R P O R A T E D**

**COTTONWOOD CDDO**

**PERFORMANCE PLANNING AND EVALUATION**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT:** Administration **JOB TITLE:** Financial Manager

**PROCEDURE:**

1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions will be noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

**P E R F O R M A N C E E V A L U A T I O N**

LEVELS OF ACHIEVEMENT

3 – Exemplary 2 – Good Work 1 – Needs Improvement

**Scores of “1” & “3” require a comment**

#### PERFORMANCE OUTCOMES RATING

\*1. Accounts Payable

A. Supervise & critique coding of disbursements to appropriate accounts

and departments.

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B. Supervise and critique all purchase requisition forms and purchase orders.

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C. Process credit applications.

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D. Prepare periodic Kansas sales tax reports.

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\*2. Accounts Receivable

A. Supervise processing of monthly contract work statements.

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B. Supervise & critique the coding, entering, and application of all checks and

monies.

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C. Monitor and collect on current list of outstanding accounts receivable.

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D. Supervise processing & coding of contract work invoices.

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E. Supervise processing of maintenance & transportation invoices and

statements.

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\*3. Medicaid Billing

A. Supervise and coordinate the preparation of internal reports documenting

billable Medicaid services to ensure accuracy.

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B. Supervise the Medicaid electronic billing process.

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C. Respond to Medicaid billing reviews.

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\*4.

Monitor, process, supervise and record grant receipts and disbursements.

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\*5. HUD

A. Serve as Project Financial Manager for Housing & Urban Development Projects.

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B. Manage financial aspects of HUD Properties. Submit reports in timely manner.

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C. Assure effective implementation of HUD regulations of procedures through

communication into HUD and other resources available.

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\*6. Critique & negotiate service & leasing contracts.

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\*7. Monitor general ledger for accuracy & make necessary changes.

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\*8. Cargo Strap

A. Manage the financial aspects of cargo straps contract.

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B. Perform accounting and bookkeeping in accordance with government and

Source America regulations.

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C. Critique AP invoices, match with supporting paperwork, and disburse checks.

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D. Monitor accounts receivable and deposit accurately in a timely manner.

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E. Code, enter, and produce reports of cargo strap disbursements.

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F. Reconcile checking account for cargo strap.

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\*9. CDDO

A. Manage, record, and supervise the receivable and disbursement of CDDO monies.

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B. This position also serves as Finance Manager for the CDDO and must maintain

an awareness and understanding of the dual role of Cottonwood as it applies to

CDDO functions and regulations.

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\*10. Garnishments

A. Monitor and keep garnishment files for accuracy and timely payments.

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11. Coordinate and supervise janitorial services for Bldg. 1 & 2 including:

A. Determine janitorial needs.

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B. Coordinate scheduling of cleaning services.

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C. Maintain adequate stock of cleaning and paper supplies.

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D. Assist management team with decisions regarding major cleaning.

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E. Communicate with janitorial contractors.

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F. Perform some light maintenance work.

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12. General

\*A. Transfer AR & AP into the general ledger in a timely and orderly manner.

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B. Prepare bank reconciliations for the Chief Financial Officer.

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\*C. Assist staff with questions and concerns they may have about financial

transactions.

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\*D. Maintain positive, professional working relationships with consumers,

co-workers, supervisor, staff members, parents, and community representatives.

Present positive, fair, and accurate image of the organization to the public.

Observe the ***five and fifty*** ***rule***—greeting everyone within five feet and smiling

when they are within fifty feet.

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\*E. Communicate accurately, professionally, and appropriately.

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\*F. Develop ***caring relationships*** with each individual receiving services and

use ***lavish praise*** and positive reinforcement.

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\*G. Work within prescribed schedule and complete responsibilities in a timely

and efficient manner. Assure that absences do not adversely affect the timely

completion of responsibilities and unduly burden co-workers. 3-Exemplary (0-3 days)

2-Good Work (4-7 days) 1-Needs Improvement (8 or more days)

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H. Attend in-services as required to maintain competency in position.

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\*I. Assure compliance with Cottonwood's Policies & Procedures.

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J. Assist with and support the financial decisions of the Chief Financial Officer

and the CEO.

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K. This position will perform other duties within the guidelines of this job

description as assigned by the supervisor.

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**TOTAL NUMERICAL SCORE: \_\_\_\_\_\_\_**

**AVERAGE SCORE: \_\_\_\_\_**

Total added score divided by number of outcomes

**PERCENT SALARY INCREASE:**

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GOAL(S) FOR THE COMING YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**NEW RESPONSIBILITIES:**

**ADDITIONAL GOALS:**

Have you received any traffic citations in the past year?\_\_\_\_\_

If yes, please describe:

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Proof of current personal auto insurance attached:\_\_\_\_\_

Bloodborne Pathogen Review:\_\_\_\_\_

Personnel Action Request:\_\_\_\_\_

Required In-Services Completed:\_\_\_\_\_

Corporate Compliance Policy Reviewed: \_\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_

Convert sick time for pay? \_\_\_\_

Employees may choose to convert up to 6 days of sick leave for up to 3 days pay, provided this leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR.

Do you need to update any of your “Emergency Contact” information? \_\_\_\_\_

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Financial Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised: 12/12

**Cottonwood, Inc. Code of Ethical Conduct**

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.



**T** I shall promote inclusion and equitable **TREATMENT** for all people.



**H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.



**U** I shall do my **UTMOST** to inform and advocate for the individuals served.



**M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.



**B** I shall adhere to professional **BOUNDARIES, act with integrity** and promote excellence for all staff.



**S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.



**U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.



**P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood’s policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker’s Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.