



Brevillier Village, a non-profit housing and healthcare community seeks a **Director of Finance** to provide strategic leadership for all financial aspects of the village. This individual must possess a participatory management and leadership style that encourages open communication, collaboration, cooperation, dignity, respect and personal growth. Candidates will possess a professional demeanor and the ability to make sound and decisive judgments. Responsibilities include all aspects of the Accounting department, 3<sup>rd</sup> party billing and cost reporting, payroll, accounts receivable, and overseeing investments. Generate monthly operational and board level reports, create budgets, forecasts, and financial analysis. Responsible for becoming a team player within the organization to help identify and drive cost reductions and guide management.

The position requires a bachelor's degree in Accounting or Finance. A minimum 5 years of experience in management or a health care environment preferred. Proficiency in Excel and Microsoft Office. Working knowledge of Medicare/Medicaid billing and cost reporting preferred. This position works closely with accounting staff to implement any required changes to facilitate accurate and timely billing.

Other requirements include:

- Solid financial, analytical and technical skills with high attention to detail.
- Effective written and oral communication and presentation skills.
- Excellent computer skills, including working knowledge of spreadsheets.
- Must be able to maintain a high degree of confidentiality.
- Consistently demonstrate the highest levels of integrity and ethics.
- Self-motivated and eager to assume additional responsibilities.
- Ability to work both independently and collaboratively as a team player.
- Critical and strategic thinking skills and the ability to translate plans into action.
- Ability to readily adapt to and manage change.

Interested candidates should send resume including salary expectations and references to:

Brevillier Village  
5416 East Lake Rd  
Erie, PA 16511  
Attn: Human Resources