

## **Chief Financial Officer**

**Job Title:** Chief Financial Officer

**Department:** Finance

**Immediate Supervisor Title:** Chief Executive Officer

**Job Supervisory Responsibilities:** All members of the finance, billing and outreach departments

**General Summary:** The CFO is responsible for all financial management, reporting and planning of the organization, overseeing the financial, accounting and billing functions. As a key officer of the organization, the CFO partners with the management team to implement policies and strategies across the organization.

### **Essential Job Responsibilities:**

1. Oversees all fiscal operations including accounts receivable, accounts payable, payroll, billing and collections, purchasing and general accounting, including the maintenance of effective systems of general accounting and billing.
2. Develops and implements financial policies and procedures and ensures compliance.
3. Assures implementation of internal controls and generally accepted accounting procedures accounting.
4. Responsible for monthly and year-end closing processes.
5. Prepares monthly financial statements, maintains timely and accurate financial accounting records on the accrual basis of accounting and prepares operational reports to track health center performance on key measures.
6. Evaluates the organization's financial position and issues periodic reports and forecasts on the organization's financial stability, liquidity, and growth.
7. Attends the finance committee meeting of the Board of Directors and present the current fiscal situation. Also, attend the meetings of and report to Board of Directors at the request of the CEO or board members.
8. Responsible for annual audit, including preparation of all necessary worksheets and account analyses, and reporting to management, Finance Committee and Board. Participates in development and preparation of final year-end financial statements.
9. Oversees and directs the preparation and issuance of all regulatory reports (i.e. FFR, FCTR, UDS, Medicare Cost report, Medicaid Cost report, IRS Form 990, Form 5500, etc.).
10. Responsible for preparation and review of annual budget as well as individual grant budgets; coordinates all departmental budgets; monitors departmental budgetary performance; works with department heads to ensure that expenditures comply with legal and budgetary requirements.
11. Interacts with senior leadership and management staff in developing the strategic plan and its financial planning component.

12. Develops, supervises and coordinates all efforts to attain maximum third party reimbursement.
13. Develops and makes recommendations for updates to the Sliding Fee Discount Schedule and the schedule of fees.
14. Responsible for the recruitment, supervision, training and evaluation of the Finance Department staff, including billing and outreach.
15. Ensures all insurance coverages including D&O, malpractice, general liability, property, etc are in place each year.
16. Assists HR in review and revision of benefit plans, compensation structure and staffing levels. Also acts in conjunction with HR to administer employee benefits program.
17. Maintains awareness of legislation and regulations affecting the organization's business environment.
18. All other duties as assigned by the CEO.

**Education:** Bachelor's degree in business administration, accounting or finance. MBA or CPA preferred but not required.

**Experience:** A minimum of 5 years' experience with management experience and responsibility for all major areas of accounting and financial management. Experience with reporting related to federal grants. Experience in revenue cycle management in a healthcare environment desirable. Experience with Financial Edge software a plus.

**Qualifications:**

1. Effectiveness as the CFO is measured by the ability to work efficiently through others, to align people and strategy and demonstrate sound judgment when tough decisions are necessary.
2. Experience in a senior financial management role.
3. Significant knowledge of or experience in non-profit accounting, including grant accounting, compliance and reporting.
4. Knowledge and experience in health care finance, including third party reimbursement mechanisms
5. Knowledge of the principles of financial management sufficient to direct professional staff and coordinate all aspects involved with fiscal requirements.
6. Knowledge of clinic financial and budgetary practices to develop annual budget, analyze financial data and patterns, and prepare financial statements.
7. Knowledge of applicable governmental cost principles, budgeting and reporting requirements and governmental auditing principles.
8. Strong managerial skills and ability to build and maintain strong relationships across functional areas.
9. Customer focus and results orientation.