

# **Job Description**

## **CHIEF FINANCIAL OFFICER**

### **DEPARTMENT/LOCATION**

Administration/\_\_\_\_\_ (Location)

### **SUMMARY**

Under general direction of the CEO, and within the framework of established policies and objectives:

- Oversees all fiscal operations including accounts receivable and payable, payroll, fee schedules, billing and collections, purchasing and inventory control.
- Recruits, trains, supervises and evaluates department staff
- Develops and initiates systems, policies, and procedures for transacting financial matters.
- Analyzes impact of various delivery/financial models/purchase-lease systems.
- Ensures that the financial system is accurate, efficient and in accordance with professional accounting practices and governmental regulations.
- Participates as an integral part of the Senior Management team.
- Prepares monthly Financial Statements, maintains timely and accurate financial accounting records on the accrual basis of accounting, and prepares operational statistical reports to track health center performance for key measures.

### **SUPERVISORY RESPONSIBILITIES**

Senior Accountant, Billing Manager, IT/HIT Manager, Patient Services Manager (Front Desk/Registration/Check-out), Financial Eligibility/Enrollment Coordinator, Payroll/Accounts Payable Clerk, Accounting Interns

### **MAJOR DUTIES & RESPONSIBILITIES: JOB SKILLS**

- Responsible for the financial management of \_\_\_\_ (Name of Organization) \_\_\_\_, i.e., responsible for planning (long and short term), budgeting, accounting, financial statements, proposing fee structures, managing A/R, monitoring the financial status of the Center, ensuring appropriate reimbursement, maintaining internal controls, ensuring a successful annual audit, financial management of grants, and performing the necessary and appropriate financial/program analyses.
- Develops and ensures implementation of goals, projects, policies, procedures, methods and controls in his/her areas of responsibility.
- Directs the general accounting activities, including maintenance of general ledgers, analysis of computer printouts, and review of payroll records.

- Prepares financial and statistical reports as required by the CEO, Board of Directors, Senior Management Team, and State/Federal regulations and program requirements. Prepares annual and special financial reports, studies projects and analyses.
- Develops and maintains internal control systems and establishes internal audit and financial related corporate compliance policies and procedures.
- Provides data, reports, and other analytical information to assist in preparation of the annual budget.
- Forecasts revenues, expenditures and year-end balances on the accrual basis of accounting.
- Forecasts cash flows and maintains cash management and working capital controls, including management of idle funds, short-term financing, and timely payment of obligations.
- Prepares and revises the fiscal operations procedures manual and ensures implementation of these fiscal policies/procedures.
- Coordinates with other departments planning for short and long range fiscal needs.
- Responds to requests for information from various departments.
- Supervises and implements daily accounting operations including the verifying of payroll and cash disbursements.
- Selects, trains, supervises and evaluates department supervisory staff.
- Responds in an appropriate and timely manner to the needs, concerns, and problems of staff, the finance department, and of the organization.

## **QUALIFICATIONS, EDUCATION, EXPERIENCE**

A combination of education and experience providing the required skill and knowledge for success would require minimally:

- An advanced degree in accounting from an accredited college or university.
- Six (6) years experience in accounting preferable.
- Four (4) years proven supervisory experience.
- At least five (5) years previous experience in health care field is essential.
- The incumbent must have experience in health care reimbursement financing; state and federal accounting regulations; principles and practices of financial administration, including budgeting and reporting requirements; organizational dynamics; planning; coordinating and directing a complex financial operation; problem solving and communication; grants management.
- Self starter able to effectively manage multiple complex projects.
- Able to effectively communicate with personnel from diverse backgrounds.
- Able to see both macro and micro picture, with strong analytical skills and ability to effectively utilize technology.

## **ATTENDANCE STANDARDS**

- Consistently be at work and communicate appropriately any attendance issues with the CEO as per policy.
- Consistently at their work station at the appropriately scheduled time.
- Does not abuse breaks and/or departure times.

## **LANGUAGE SKILLS**

Has the ability to read and comprehend simple instructions, short correspondence, and memos. Has the ability to write simple correspondence. Has the ability to effectively present information in one-on-one and small group situations to patients, visitors, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Has the ability to add, subtract, multiply, divide, and calculate figures. Has the ability to analyze financial results from operations, complete financial and cash flow forecasts

## **REASONING ABILITY**

Has the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, kneel, or crouch. The employee frequently is required to reach with hands and arms; use hands to handle or feel; and talk or hear. The employee may be required to lift and/or move up to 15 lbs and occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

## **WORKING RELATIONSHIPS**

Reports to: CEO

Works closely with Senior Management, Finance Dept. Staff, HR Director

FLSA Status: Exempt

Receipt of Position Description:

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Employee Signature

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Date

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HR Director

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Date