



Chief Financial Officer

Reports to: Chief Executive Officer

Department: Finance

Program (if applicable): N/A

Job Status: Exempt

Classification: Non-Union

UDS Code: 030A Management and Support Staff

Date Revised: 10/21/2020

Revised by: Human Resources Specialist

MAJOR FUNCTION

Under the direction of the Chief Executive Officer, the Chief Financial Officer is responsible for providing the strategic direction and management of fiscal affairs within the organization. The Chief Financial Officer will define the process and implement the infrastructure/systems needed to sustain and support the long-term growth of the organization. The incumbent will provide the leadership and strategic visioning necessary to ensure the short term and long terms goals and objectives of the organization are met. He/she will also be responsible for leading, coaching, and retaining a high-performance financial team to help the organization carry out its mission.

ESSENTIAL FUNCTIONS

Strategic Planning & Leadership

- Participates and initiates activities to support *Joy In The Workplace* throughout the medical department specifically (and the organization as a whole).
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Develop timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO, Board of Directors and HJAHC senior executives in the performance of their responsibilities and for overall organizational decision-making.
- Provide technical financial advice and knowledge to HJAHC Chiefs, Managers/Supervisors, and others within the financial discipline.
- Provide strategic financial input and leadership on decision-making issues affecting the organization; i.e., evaluation of potential alliances, mergers and acquisitions, and new program development/expansion.
- Work in collaboration with Department leaders to develop and maintain budgets; confer with Directors to discuss issues, coordinate activities, resolve problems; provide regular financial updates to Directors to ensure they are on target to meet budget expectations and for critical decision-making and strategic planning purposes.
- Serve as Financial Advisor on any contracts/agreements in which the organization may enter; oversee grants administration.
- Work with senior leaders on the strategic vision of the organization including cultivating and fostering strategic relationships and potential alliances; engage in the growth agenda including merger and acquisition strategies.

Finance/Accounting & Administration

- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the grant management and grant operations.
- Provide leadership and direction for programs funded by federal, state, and private funds; oversee the financial administration of federal, state, and private grants; ensure that program staff accomplish their approved program initiatives and that all program meet compliance and reporting requirements.
- Responsible for tax planning and compliance with all federal, state, and local corporate, payroll and other applicable taxes.
- Responsible for retirement planning and compliance with all federal, state, and local regulations.
- In conjunction with the Finance Department, develops reliable cash flow projection process and reporting mechanism, which includes minimum cash threshold to meet operating needs.
- Develop and implement efficient and effective financial & accounting systems and processes to increase the productivity of the organization while maintaining its critical mission to serving the community.
- Develop, oversee, and manage the annual budget process.
- Advise on contract negotiations from a financial impact perspective.

Billing Services

- Oversee the quality, productivity, cost effectiveness and timeliness of billing processes and procedures to ensure efficient and effective billing of all third party payers.

ADDITIONAL RESPONSIBILITIES:

- Performs other duties and assumes other responsibilities as apparent and/or as assigned by Chief Executive Officer. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Bachelor's Degree Required. Master's Degree in Business Administration, Finance, Accounting or related degree, preferred.
- Minimum five years of Leadership and managerial experience with demonstrated success in the creation of high performing teams.
- Minimum Eight (8) years of relevant professional experience, which include experience and deep depth of knowledge in the following areas:
 - Strong Financial Acumen with demonstrated budget development & management experience
 - Previous significant experience in a health care setting of similar size and scope
 - Minimum five years grants management experience of federal, state, and private funds

LICENSURE AND/OR CERTIFICATIONS:

- Licensure/Certification/Registration: Certified Public Accountant (CPA)/Certified Management Accountant (CMA)/Healthcare Financial Management Association (HFMA) certification desirable

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

- Demonstrated ability to execute complex financial models and forecasts. The candidates should have advanced level experience in the use of financial software including but not limited to MIP, experience with Electronic Health Systems or other Practice Management Systems and third party payers is highly desirable.

ORGANIZATIONAL/SUPERVISORY RELATIONSHIPS:

The Chief Financial Officer is responsible to the Chief Executive Officer for the administration of the organization and for proper interpretation and fulfillment of all his/her functions, responsibilities, authority, and relationships. Responsible to provide strategic leadership and management to the Billing and Finance Departments.

PHYSICAL & WORK REQUIREMENTS

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.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

Henry J. Austin Health Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, creed, color, national origin, ancestry, marital status, civil union, domestic partnership, affectional or sexual orientation, genetic information, sex, gender identity, disability or veteran status.