



Metro Community Health Center

Chief Financial Officer (CFO)

POSITION SUMMARY

Lead the development, implementation, and day to day management of all processes related to the following functions: accounting, financial reporting, budgeting, payroll, financial planning, business and operational reporting and analysis, performance measures, decision support and related matters. The individual reports directly to the Executive Director.

ESSENTIAL FUNCTIONS

Achieve Results

- Affect the success of the organization through the establishment and management of all financial budgeting, business, operational and financial planning processes for the organization.
- Ensure the effective development and day to day management of systems and processes associated with accounting, billing, reporting, and decision support.
- Provide expert support and financial stewardship for the organization. Ensure risks and issues which may affect the financial health of the organization are identified, addressed, and remedied.
- Ensure the organization's leadership, including its Board of Directors, is supported with timely and accurate planning, budgeting, accounting, and reporting of financial and operational outcomes.
- Secure satisfactory performance of the HRSA Financial Requirements for FQHC's & FQHC LAL's.

Operational Excellence

- Ensure that all financial, accounting, and administrative policies, functions, systems and processes are performed consistent with all generally accepted accounting principles (GAAP) as well as within the highest professional, ethical, and legal standards.
- Establish and/or measure business and operating compliance with all internal policies and practices, as well as local, state and federal laws and regulations.

Relationship Management

- Establish and ensure collaborative, supporting relationships within the organization.
- Establish and maintain positive, effective relationships with key resources, including the HRSA (Health Resources and Services Administration), Bureau of Primary Health Care, state agencies and funding sources, banks, lenders, regulators, audit firms, and related external resources.

Leadership and Supervision

- Implement and uphold all policies of the organization and ensure that all operations are consistent with the stated mission and direction set forth by the Board of Directors.

- Foster a workplace that results in the development of a high performing team. Recruit, develop and inspire a highly effective team of financial and operational professionals. Ensure that all staff are properly coached and directed, and that clearly defined measurements of performance and rewards are utilized to enhance individual and organizational effectiveness.

REQUIREMENTS

- Ability to provide leadership & establish commitment to the development and implementation of financial strategies, plans, policies, and business initiatives.
- Demonstrate a high level of skill at building relationships and strategic partnerships.
- Demonstrate a strong financial acumen. Analyze, synthesize, and communicate complex data, financial data, and related issues in an accurate, objective and straightforward manner.
- Independently process time-entry and payroll services in conjunction with ADPTS.
- Demonstrate a high level of problem-solving skills. Demonstrate the ability to make critical decisions supported by substantial analysis and critical data-based decision making.
- Ability to provide high level of personal direction, leadership and coaching to management and staff.
- Ability to effectively manage conflict, promote change and growth, and inspire high standards of performance.
- Demonstrate interpersonal savvy and influence skills with the organization's leaders, banks, regulators, vendors, auditors, and related external entities.
- Ability to build consensus and focus within the overall organization as well as within and among various business resources and strategic partners.
- Ability to recruit, develop and direct a high performing team.
- Ability to travel throughout the region to monitor overall enterprise performance and activity, and to establish relationships with key resources and affiliates.
- Ability to use and understand technology necessary to collect, retain, analyze and report critical, requisite information related to human resources, payroll, benefits, and related matters routinely and creatively.
- Ability to communicate throughout all levels regularly and effectively within the organization in written, verbal, and presentation formats.

Education/Experience

- Bachelor's degree in Finance, Accounting, or related field.
- MBA/CPA or related credential and education strongly preferred.

Abilities

- Demonstrated success in the role of senior financial executive with a comparable or larger sized organization. Federally Qualified Health Center (FQHC) experience would be highly preferred.
- Substantial business experience and exposure within the health care industry.
- Demonstrate a solid knowledge base in Electronic Medical Record and Patient

Billing Management Systems.

- Substantial knowledge and expertise in all facets of finance, accounting, business planning, information systems and related disciplines.
- Ability to independently complete a cost report.
- Demonstrated success in the development and implementation of financial and accounting systems and processes.
- Ability to provide leadership & establish commitment to the development and implementation of financial strategies, plans, policies, and business initiatives.
- Demonstrate a high level of skill at building relationships and strategic partnerships both internally and externally.

Physical Requirements

- Normal accessibility and mobility throughout the region required.
- Normal overtime/extended **work** hours.