

Job Description
JOB TITLE: CHIEF FINANCIAL OFFICER

EXEMPT:	Yes	DIVISION:	Administration
SHIFT:	Days	DEPARTMENT:	Finance
LOCATION:	Administration Offices		
REPORTS TO:	Chief Executive Officer		
PREPARED BY:	Melissa Torres, COO	DATE:	2/14/2019
APPROVED BY:	Doug Smith, CEO	DATE:	2/14/2019

SUMMARY:

Directs the organization's financial planning and accounting practices as well as its relationship with financial community by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Regular and consistent attendance required. Other duties may be assigned.

1. Participates in management team meetings.
2. Supervises and directs the activities of finance department employees.
3. Oversees and directs cash management, budgeting, annual certified audit, tax returns, accounting and preparation of monthly statements and reports, the accounts receivable billing system, preparation and submission of Medicare and Medicaid cost reports, and preparation off all reports required by grant funding organizations.
4. Directs the Deputy Director/Chief Accountant in developing and implementing procedures and systems necessary to maintain proper accounting records and to afford adequate accounting controls and services.
5. Serves as custodian of funds, securities, and assets of the organizations.
6. Appraises the organization's financial position and issues monthly and other periodic financial and operating reports.
7. Directs and coordinates the establishment of routine annual budgets.
8. Analyzes, consolidates, and directs all cost reporting procedures together with other statistical and routine reports.
9. Oversees and directs the preparation and issuance of the corporation's Annual Report.
10. Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organizations policies and operations.

SUPERVISORY RESPONSIBILITIES: Supervises Deputy Director/Chief Accountant, Accounting Clerk, Staff Accountant and Billing Supervisor / Revenue Cycle Manager.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A. or B.S.) from a four-year college or university and two years related experience in a health care setting where Federal Medicare cost reporting is used or equivalent combination of experience and education. CPA or MBA preferred.

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JOB TITLE: Chief Financial Officer

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of the organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: 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.

OTHER SKILLS AND ABILITIES: Familiarity with effective use of computerized accounting systems.

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, sit, and use hands to finger handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work primarily in an office setting. The temperature in the office setting is usually controlled at a comfortable level. The noise level is usually low to moderate. Occasional travel will be required; employee must furnish and operate their personal vehicle. When traveling between work settings, there will be exposure to varied temperatures and weather conditions. The employee may on rare occasion be exposed to patients with a variety of medical diagnoses and conditions in the clinical environment.

I have read this job description and it has been discussed with me by my supervisor.

I UNDERSTAND THAT THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Supervisor Signature

Date