

JOB ANNOUNCEMENT

TITLE: CHIEF FINANCIAL OFFICER

DEFINITION:

Under the direct supervision of the Chief Executive Officer, the Chief Financial Officer is responsible for the full range of financial functions including fund accounting principles, financial statements, budgets, grant coordination, tax audits, banking, investments and borrowing, contract and billing financial issues, development of financial policies and procedures, supervision and training of the financial team, identifies staff training needs and conducts in-services

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Seven (7) to ten (10) years of senior level financial management experience of an FQHC or other health care service delivery organization, prior CFO and/or controllership experience with a nonprofit organization highly desirable;
2. Demonstrated direct responsibility for financial investment and budgeting areas plus demonstrated ability to correlate financial/accounting management functions with corporate programmatic objectives and strategies;
3. Knowledge of fund accountant principles and practices, governmental contracts and grant administration;
4. Knowledge of taxation issues for nonprofit organizations;
5. Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
6. Superior computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
7. Demonstrated ability to work effectively with people of diverse races, ethnicities, ages and sexual orientations in multicultural environment.

TRAINING, EDUCATION, AND LICENSURE

1. Undergraduate degree in Finance, Accounting, Business Administration or related field.
2. Relevant advanced degree is desirable.

RESPONSIBILITIES:

1. Develop and recommend accounting/financial policies, procedures, programs and strategies to provide overall financial management and direction for the organization;
2. Develop a long range financial plan to enhance the financial stability;
3. Prepare annual operating budgets and forecasts in conjunction with management staff;
4. Handle cash management and bank relations, including lines of credit, the receipt, custody, control and disbursement of funds and securities, the choice and use of depositories and the investment of surplus funds;
5. Participate as a member of the Executive Management Team in the planning and decision making process;
6. Conduct analysis and interpretation of operating results, prepare operating reports, review capital expenditures in relation to anticipated financial results, and analyze the financial impact of various contemplated actions;
7. Implement and maintain financial and administrative controls necessary to safeguard all assets and to ensure the integrity of financial reporting;
8. Advise and assist other members of management on financial matters, such as establishing interdepartmental policies and procedures, and serve as the key staff advisor relative to investment strategy;
9. Make studies and submit recommendations for improved operations through various planning and control techniques;
10. Advise and coordinate with the Board's Finance and Audit Committee;
11. Select, develop and evaluate departmental personnel;
12. Serve as the primary liaison for the organization with outside financial advisors, consultants and auditors;
13. Coordinate the preparation and filing of required government reports;
14. Handle a variety of special projects, and other related duties, as assigned;
15. Manage all government contracts to ensure administrative and programmatic compliance, maximize revenue, and protect and increase funding.

SALARY RANGE: \$116,161 - \$157,161