THE CHILDREN'S CLINIC, “SERVING CHILDREN AND THEIR FAMILIES”
JOB DESCRIPTION

JOB TITLE: Chief Financial Officer
REVISED DATE: 07/10/19

PRIMARY FUNCTION:

Under the direction of the CEO, the Chief Financial Officer (CFO) is responsible for the overall planning, development, implementation and evaluation of the fiscal management and its related data systems of the organization under the guidance of board-approved and other appropriate TCC policies. This position must demonstrate organizational and departmental leadership to ensure effective management of the organization’s financial resources and the efficient operation of its financial, purchasing, data processing functions. CFO is responsible for accounting operations, is a key partner in organizational strategic planning, forecasting and implementation.

QUALIFICATIONS:

1. EXPERIENCE. 7 or more years’ experience in fiscal management in a leadership capacity. Healthcare experience preferred. Experience in Single Financial Audits, Budgets, Financial Indicators, Board Presentations, Business Plan, Reporting FQHC, financial forecasting, proformas, financial dashboards, financial compliance, risk management, UDS, HRSA, OSHPD, Tax Returns 990 filings, etc.

2. EDUCATION. Bachelor’s degree in accounting; Strongly prefer licensure as Certified Public Accountant or Master’s Degree in Business Administration.

3. KNOWLEDGE. Knowledge of Non-for-Profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circular A-133, A-110, A-122, AIA, and appropriate Code of Federal Regulations sections. Must have the ability to interpret and follow verbal and written instructions. Must have a sound understanding of financial systems, budgets and GAAP accounting principles. Prefers knowledge of the ABILA MIP System, EPIC and ADP. Must have knowledge of payroll and labor laws, PPS rate setting and state plan amendment.

4. SKILLS. Required to read, write and speak English fluently. Problem solving; Problems may arise in this position that are outside established polices. This position calls for high-level skills in problem solving and ability to work independently. Must have a valid California driver’s license with clean records and access to insured automobile; IT Skills; must be able to operate a personal computer, Microsoft Office proficient, calculator, fax, copier and telephone. Data Base Management preferred; proficient in any accounting software program. Organization; proficient...
in financial and operational audit and in all aspects of accounting including preparation, review, and evaluation of financial statements.

5. **PERSONAL QUALITIES.** Ability to work as part of a Senior Management Team. Excellent communication skills with both senior leadership and department staff. Ability to work as a team player in an interdisciplinary environment. Demonstrates competency in strategic planning, critical thinking, communication, negotiation and organizational skills. Ability to relate well to the cultural and ethnic background, as well as the population served by the organization.

ESSENTIAL DUTIES AND FUNCTIONS

1. Partners with Executive Team in the development of internal and external programs or interagency agreements to enhance client services, revenues, and productivity.

2. Participates in both long and short term planning, goals, objectives, prepares Pro-forma financial analysis on certain projects/expansion plans, develops optimal financial and market placement of the organization. As part of the Executive Team, participates in Strategic Planning process and implementing strategic initiatives.

3. Works with executive and management team to develop, implement, and monitor TCC financial operations, policies, procedures and protocols.

4. Represents the vision and mission of TCC within the community, professional organizations, etc. in a professional and compassionate manner.

5. Develops annual budgets as required by the Board of Directors and the Bureau of Primary Health Care. Budget development requires coordination with all program and clinical managers, review with Chief Operations Officer (COO), Chief Medical Officer (CMO) and Chief Executive Officer (CEO) and final presentation of TCC’s Finance Committee and Board for final review and approval. Monitors the budget on a monthly and quarterly basis and provides ongoing feedback to executive staff and program/clinical managers on budgetary status.

6. Directs and/or participates in the preparation of periodic and special budgetary, financial and related statistical reports, the monitoring of expenditures according to budget allocations/appropriations and recommends and/or initiates cost saving measures. Provides regular and special reports for evaluation of continued viability of programs/departments.

7. Assures financial integrity of TCC by ensuring that proper controls are in place thereby reducing financial risk. Develops recommendations for continuous improvement of the financial operation. Implements and monitors compliance with current accounting policies and procedures. Analyzes and develops alternatives for changing policies and procedures that promote efficiency, control, and quality in the accounting process.

8. Manages, directs and advises in maintaining the capital improvement plan, equipment replacement program, and all other accounting operations.

9. Monitors banking activities of the organization. Manages cash flows to maximize returns through appropriate management of payables and receivables and other fund sources. Ensures adequate cash flow to meet the organization’s financial needs.
10. Evaluates and recommends pricing and fee structure related to costs of service.

11. Analyzes, interprets and communicates to leadership financial data and develops reports to reflect internal economic conditions and trends including need to request a new PPS rate with new scope changes as needed.

12. Responsible for submitting and coordinating preparation of all financial reporting requirements including: Medicare/Medicaid Cost Reports, FQHC cost report, Annual Medical Reconciliation, the required data and finance reports for the bureau of Primary Health Care, and internal financial management reports.

13. Oversees the preparation of the necessary audit schedules requested by the external auditors.

14. Manages the day-to-day financial activities. Including monitoring the performance of all employees involved with collection, payroll, and payable activities.

15. Assures timely submission of all Local, State, Federal and private grant applications.

16. Coordinates and assures timely submission of all financial monitoring, reports and information required by grantors. Partners with grants writers, both in-house and contracted, on financial information required to assure successful grant application process.

17. Prepares monthly, quarterly and annual reports of organization’s financial activities and status. Presents monthly reports to TCC’s Finance Committee for review and approval. Works with audit firm to assure the timely completion of annual external audit (A-133) and filling of tax return after review and approval of Board and CEO including Uniformed Data System and OSPHD reports.

18. Performs managerial duties including interviewing applicants for employment; sets, assigns and reviews progress of goals; conducts performance evaluations and recommends/approves salary increases; and develops higher levels of expertise in staff by encouraging further education, participation in seminars and providing learning opportunities within the organization.

19. Maintains confidentiality of information and complies with HIPAA and compliance plan at all times.

20. Attends and participates in meetings, committees, and training sessions as directed by supervisor.

21. Other duties as assigned.

22. Trains new managers and directors on financial statement and budget literacy and implementation.

PHYSICAL DEMANDS:

In an office environment. Occasional driving of automobile for outside appointments and meetings. Occasional climbing stairs, stepstools; occasional stooping, kneeling, crouching, crawling, reaching and turning. Continuous use of corrected vision; depth perception; wide field of vision and color. Occasional
pushing/pulling to 100 lbs.; lifting up to 50 lbs. and carrying to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Indoor office setting. Space is limited, air conditioned environment. Occasionally required to be outdoors for travel, and can be exposed to variable weather conditions. Occasional exposure to noise, moisture, noxious odors and gases. Occasional exposure to dust, dirt, cold, biological and chemical agents.

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

EMPLOYEE: ________________________________ DATE: ________________

CHIEF EXECUTIVE OFFICER: ______________________ DATE: ________________