



Position: Finance Director
Department: Health Services
Reports to: Co-Directors of Health Services
Compensation: DOE
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

Center's Mission:

Building a world where LGBT people thrive as healthy, equal, and complete members of society.

We value:

Respect ~ Excellence ~ Inclusiveness ~ Innovation ~ Integrity

DEPARTMENT SUMMARY: As the nation's largest and most experienced provider of LGBT medical and mental health services, we help LGBTQ people lead healthier, happier lives, by keeping their minds and body well. All services are free or low cost. We're also one of the few Federally Qualified Health Centers in the nation with providers who specialize in primary care for LGBTQ people and with a research team working to advance the care and treatment of people in our community.

JOB SUMMARY: The Los Angeles LGBT Center (Center) is an inspiring and rewarding place to work toward a common goal of building a world where LGBTQ people thrive as healthy, equal, and complete members of society. Since its founders first began providing services in 1969, the Center has cared for, championed, and celebrated individuals and families in Los Angeles and beyond. Today, in 10 locations across Los Angeles, the Center's nearly 800 employees and hundreds of volunteers offer programs, services, and global advocacy that span four broad categories: Health Services, Social Services & Housing, Cultured & Education, Leadership & Advocacy.

The Center's Health Services (HS) Program operates under a collaborative model of leadership, prizing transparency, collaboration, evidence-based decision making and accountability. The HS Program is the Center's largest program and represents over 80% of the Board approved FY 2020 program expense budget. HS programs are spread across five locations in Los Angeles and include primary care (with a specialty in HIV and transgender health), mental health, sexual health, addiction recovery, community outreach, case management, housing, a 340B pharmacy, and clinical research.

The Director of Finance for HS is a new position to provide strategic leadership for all financial operations within the Center's Federally Qualified Health Center (FQHC) and affiliated programs. Reporting to the Co-Directors of HS, and in close coordination with the Center's Chief Financial Officer, this role will oversee a budget of over \$90M in expenses. Specific duties will include oversight of Revenue Cycle Management, numerous public and private grants, a 340B pharmacy program, and a key role in business strategy and new business development. This position ensures that our health center is operating at optimal financial health.

ESSENTIAL FUNCTIONS:

Revenue Cycle Management – The Center is in the middle of a multi-year transition from a primarily grant-based cost reimbursement model of revenue, to a primarily fee-for-service model. One of the key short-term roles for this position will be to assist with completing this transition.

- 1) Oversee fee-for-service billing for all clients, programs, and payers;
- 2) Oversee and manage contracts with commercial and government third-party payers;
- 3) Oversee empanelment and enrollment with third-party payers;
- 4) Provide supervision and oversight of billing department;
- 5) Provide analysis of existing billing structures and practices and engage in continuous quality improvement;
- 6) Evaluate and implement internal controls and best practices for HS financial operations;
- 7) Monitor impact of changing regulations and methods of reimbursement and help to continuously guide HS towards optimal financial health;

Grants Management – The Center is the recipient of multiple large federal, state, and local grants which help fund its programs and services

- 8) Proactively manage and ensure timely compliance with FQHC and other financial regulatory requirements;
- 9) Lead financial portions of all program audits including Single Audit;
- 10) Maintain up-to-date awareness of applicable federal, state, and local regulations pertaining to health care finance and operations;
- 11) Assist with new grant applications and budget modifications;

12) Oversee the Grants Management team;

Budgeting

- 13) Oversee and implement HS annual budgeting process;
- 14) Ensure accurate data and forecasting to enable successful budgeting;
- 15) Collaborate with programs to create program budgets;
- 16) Collaborate with Center Finance in creation of Center annual budget;
- 17) Ensure ongoing monitoring of and compliance with HS budgets;
- 18) Participate with development and implementation of corrective actions when needed;

340b Pharmacy Program

19) In collaboration with Director of Pharmacy, oversee financial aspects of pharmacy operations;

New Business Development

- 20) Provide financial analysis and modeling of new and existing HS programs and services;
- 21) In conjunction with Center's Development Department, find and obtain grants to promote program growth;

Other

- 22) Provide strategic support/direction to HS Senior Team;
- 23) Interact with Center Finance and Accounting staff, including the Center's CFO;
- 24) Represent HS Finance Department on the HS Senior Team;
- 25) Recruit, develop, and retain HS Finance staff;
- 26) Provide financial input in all HS decision making;
- 27) Maintain expertise in all financial regulations related to HS programs;
- 28) Participate in health care associations such as CPCA and CCALAC;
- 29) Educate and advise HS program managers around financial principles and policies;
- 30) Participate in other projects of the HS Senior Team and Center's Finance and Accounting staff as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Bachelor's degree in accounting or finance, healthcare administration, business, or related field;
- 4) Master's degree and CPA preferred;
- 5) Minimum of 5 years of experience in healthcare finance;
- 6) In-depth experience with all stages of FQHC and related programs Revenue Cycle Management;
- 7) In-depth knowledge of regulations, and policies related to ambulatory health service delivery in an FQHC setting;
- 8) Knowledge and experience with Ryan White and other HRSA programs preferred;
- 9) Strong knowledge and experience using health care billing and general ledger software applications; Allscripts and Microsoft Dynamics (Great Plains) experience preferred;
- 10) Demonstrated ability to manage multiple competing priorities successfully;
- 11) Excellent interpersonal and oral and written communication skills and demonstrated ability to work with health care providers, clients, and all levels of department staff;
- 12) Strong computer skills, including advanced Excel skills;
- 13) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lgbtcenter.org website: www.lgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.