

**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Title:	Chief Financial Officer
Department:	Administration
Reports To:	Chief Executive Officer
Directs:	Finance, Facilities, and Retail Pharmacy
EEOC:	Officials and Managers
FLSA Status:	Exempt

Summary

Under the leadership of the Chief Executive Officer, the Chief Financial Officer (CFO) is responsible for carrying out the mission and vision of ChapCare as it pertains to financial plans and policies, daily organizational financial activities, internal controls, financial risk management, building and maintaining relationships with financial institutions and lenders.

The CFO will collaborate with the CEO and serve as a key advisor to the organization's leadership and Board of Directors on major financial business issues and decisions. The CFO will staff the Finance and the Audit Committees, support other Board committees as designated, and keep the Board apprised of the financial condition of ChapCare. Overseeing a team which includes, the CFO's direct reports: the Accounting Manager/Controller, Managing Pharmacy Director, Pharmacy Finance Coordinator and the Facilities Supervisor. The CFO also provides indirect support to the Billing Department alongside the Chief Operations Officer and provides support to Information Technology matters in conjunction with the IT external vendor.

Duties and Responsibilities

Essential Functions

- Oversee business matters and reports to the CEO on the fiscal and business management including banking, legal affairs, registrations and filings, tax returns, investments, compensation and benefits.
- Prepare the annual budget for review and approval by ChapCare's Board of Directors.
- Develops accounting procedures and systems, and monitors all accounting practices to ensure they meet federal, state, county and other funding/contract guidelines.
- Supervise the preparation for the annual and periodic internal, government, and other fiscal audits of the agency's financial position; implement and respond to any findings should there be any.
- Collaborate with senior leaders on operational and strategic issues as they arise; provide strategic recommendations based on financial analysis and projections, and revenue/expense analysis.

Financial Management

- Develop financial data gathering and operating systems to facilitate business and financial informed decision-making.

- Ensure the effective delivery of routine financial services and operations of the agency including payroll, cash management, cashiering, accounts receivable, accounts payable, and general ledger maintenance.
- Prepare budgets for grants and fundraising opportunities.
- Reviews and approves all expenditures and financial commitments.
- Monitors and advises department directors regarding fiscally related issues and problems.
- Safeguards the assets of the corporations and manages agency cash.
- Responsible for all occupancy, equipment, and supply related matters.
- Oversees the compliance of ChapCare's buildings (both its administrative site and its health centers) with regulations established by the Occupational Safety and Health Administration (OSHA).
- Ensures that business functions meet and comply with regulatory agencies, program regulations, and payer requirements.
- Ensures all appropriate policies and procedures are in place.
- Ensures compliance with site and program audits, program reporting and program grant renewals.
- Oversees the financial operations of ChapCare's retail pharmacy.
- Provides support to Information Technology matters in conjunction with ChapCare's outsourced IT vendor.
- Performs other duties as requested.

Communication/Collaboration

- Maintain strong working relationships with ChapCare's banking and other financial institutions.
- Liaise with county, federal, and state agencies, associations and organizations similar to ChapCare regarding contracting, reporting, and compliance requirements.
- Participates in Management Team meetings and works cooperatively with others to assure smooth operations.
- Work closely with management team and program staff to ensure comprehension of budget and to aid in budget planning.

Financial Process Improvement

- Maintain agency accounting software and supporting systems to ensure that financial information is current, accurate, and adaptable.
- Develop and maintain effective data-based means to track program/product income and expenditures and other key data.

Required Education and Experience

- Master's Degree in Business, Finance, Healthcare Management, or a similar degree. Alternatively, a BS degree with five or more years in the health care management/leadership role. CPA is preferable.

Prior experience required

- Five or more years of experience in fiscal management and executive operational management experience in private, federal, and state government healthcare programs; or other complex healthcare environment.

Personal qualities

- Able to relate well to the cultural and ethnic characteristics of the ChapCare community, while also adhering to Federal financial standards and Generally Accepted Accounting Principles (GAAP).

Skills and knowledge required

- Knowledge of federally qualified health organizations and operations.
- Knowledge of fiscal management, government regulations and reimbursements.
- Knowledge of state and federal regulations, grant applications and regulations.
- Knowledge of contract development, memoranda of understanding and agreements.

Amount of travel and any other special conditions or requirements

- Must have valid California driver’s license and access to insured vehicle in working order.

Hours per day or week

- A minimum of 40 hours per week is required.

Physical Demands/Working Conditions

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

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 Name

Employee Signature

Date