



Job Description Chief Financial Officer

<i>Department:</i>	Accounting & Finance	<i>Prepared By:</i>	Eloisa Perard, Chief Executive Officer
<i>Reports To:</i>	President & Chief Administrative Officer	<i>Approved By:</i>	Board of Directors
<i>FLSA Status:</i>	Exempt	<i>Approved Date:</i>	July 2022

SUMMARY:

The Chief Financial Officer reports to the President & CEO and serves as an integral member of the senior management team. The CFO is responsible for the development of QueensCare Health Centers (QHC) financial management strategy and contributes to the development of QHCs strategic goals. The CFO partners with his/her counterpart, the CFO of QueensCare, in development and implementation of accounting and financial goals and initiatives.

The CFO develops and implements policies and procedures, metrics and goals, short-term and long-range financial planning, analysis of prospective business opportunities, and cash management activities. While the emphasis of this role is finance, it includes responsibilities for managing a breadth of staff functions and requires an individual who is both strategic and tactical.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Supports and implements the organization's vision, mission and values.
2. Oversees, directs, and organizes the work of the finance and accounting teams.
3. Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
4. Ensures staff members receive timely and appropriate training and development.
5. Establishes and monitors staff performance and development goals, assigns accountabilities, sets objectives, establishes priorities, measures performance, evaluates results, and administers salary adjustments.
6. Advises key members of senior management on and leads the development of financial planning, budgeting, cash flow, investment priorities, and policy matters.
7. Serves as the management liaison to the Board of Directors and Audit Committee; effectively communicates and presents critical financial matters at select Board and committee meetings.
8. Upgrades and implements financial and accounting policies, internal controls, accounting standards and procedures.
9. Plans, coordinates, and executes the annual budget process.
10. Plans and oversees the successful completion of the annual UDS and OSHPD reports; ensures that accurate and timely financial reports are submitted to HRSA in connections with grants received.
11. Ensures that QHC is adhering to the strategic plan and delivers status reports to the board.
12. Provides analytical support to internal management teams including development of internal management reporting capabilities.
13. Proactively improves administrative and operational accounting services including payroll, accounts payable, purchasing, treasury management, 403b funding management, and grants payments as applicable.
14. Protects assets by establishing, monitoring, and enforcing internal controls.
15. Represents the organization externally, as necessary, particularly in banking, auditing and with funding source agencies.
16. Plans, coordinates, and executes quarterly financial reviews with department heads to review performance and re-forecast as appropriate.
17. Provides financial information to outside consultants for preparation of Forms 990, Forms 199, Forms 5550, and other tax filings. Ensures that internally prepared tax returns are accurately and timely filed.

18. Maintains accurate records of grants received and prepares financial reports connected thereto.
19. Maintains the fixed asset system, coordinating a system of taking an annual fixed asset inventory.
20. Uses discretion and judgment in handling sensitive or confidential information. Answers all employee and client inquiries in a timely and courteous manner. Listens and responds to employee disputes. Understands which decisions can be made alone and which need to involve others.
21. Complies with organizational policies and procedures.
22. Perform other duties, as assigned.

QUALIFICATIONS:

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

Bachelor's Degree in Accounting or related field from a 4-year college or university required; Masters in Hospital Administration or MBA degree preferred; CPA certification preferred. Experience should include at least 10 years in related roles, with at least five years in supervisory accounting roles as a Controller, senior level Director, and/or Vice President, ideally with a non-profit and/or Federally Qualified Health Center.

LANGUAGE SKILLS

Has the ability to read and interpret documents, such as policies and procedures, benefits information, board minutes, routine mail, contracts and instruction manuals. Ability to compose routine reports and correspondence.

Ability to speak on a one-to-one basis and to make group presentations using appropriate vocabulary and grammar to obtain information, explain policies and procedures, and persuade others to accept or adopt specific opinions or actions, etc. Ability to discuss a variety of job-related topics on short or no notice. Skill in handling rapid changes of conversation involving difficult questions. Ability to effectively communicate with persons of various social, cultural, economic, and educational backgrounds.

MATHEMATICAL SKILLS:

Advanced ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and apply concepts of basic algebra and geometry. Knowledge of descriptive statistics such as measures of central tendency and measures of dispersion. Skill in computing ratios, rates and percentages.

REASONING ABILITY:

Advanced ability to analyze information, problems, situations, practices or procedures. Advanced ability to analyze complex technical data using qualitative and quantitative sources of information to formulate logical and objective conclusions and to recognize alternatives and their implications. Ability to carry out instructions delivered in written, oral or in other daily situations that arise. Ability to deal with problems involving several concrete variables in standardized situations. Ability to make decisions and execute timely in order to produce a positive outcome.

OTHER SKILLS AND ABILITIES:

1. Demonstrates required knowledge, skills, and education for job functions.
2. Demonstrates broad knowledge of accounting principles and practices.
3. Demonstrates ability and willingness to work in other areas as needed.
4. Adheres to and complies with company's policies and procedures.
5. Ability to operate as an effective tactical as well as strategic thinker.
6. Experience as either an employee or board member for a nonprofit organization; must be familiar with nonprofit finance and accounting regulations.
7. Proven record of accomplishment facilitating progressive organizational change and development.
8. Strong mentoring, coaching experience to a team with diverse levels of expertise.
9. Superior management skills; ability to influence and engage direct and indirect reports and peers.
10. Self-reliant, good problem solver, and results oriented.
11. Critical thinker able to navigate business issues on a daily basis, and strategically develop long term plans.

- 12. Possesses excellent written and verbal communication skills; utilizing, tact, active listening, empathy and compassion. Able to manage conflict in a direct and professional manner.
- 13. Demonstrates proficiency in computer applications such as Power Point, Word, and Outlook.
- 14. Demonstrates mastery of Microsoft Excel, accounting software, Sage 100 preferred, Crystal reports or similar report writer software, and OCHIN Epic EHR.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to ascend and descend one flight of stairs. Specific vision abilities required by the job include close vision, color vision, and 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 noise level in the work environment is often low. However, there are many times when there is a high ambient background noise of phones and multiple conversations. Must be able to screen out the background noise to concentrate on the work at hand.

I have read and understand the above job description.

Employee Name (Please print)

Date

Employee Signature