CHIEF FINANCIAL OFFICER
JOB DESCRIPTION

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Summary
The Chief Financial Officer (CFO) is a member of the management team, responsible for the financial, budgetary and accounting activities of CMWC. Reviews general ledger entries and prepares financial and cost center statements for executive and board review; advising staff on budget preparation, appropriate financial controls, and computerization of financial information.

Primary Essential Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs accounting functions requiring the application of double entry accounting procedures.
2. Supervises financial records, including ledgers and journals, contract budgets, receivables, payables, returned checks, cash flow, and other documents.
3. Supervises payroll preparation and tax deposits, and maintaining payroll records.
4. Utilizes grant fund accounting ledger system, whereby a sub ledger is maintained for each agency contract.
5. Prepares monthly financial reports of income and expenses, receivables, payables, and bank balances, and provides other financial reports and analysis as requested.
6. Prepares timely invoices as per contractual agreements between funders and the agency.
7. Supervises fixed asset records of non-cash acquisitions and conducts yearly inventory of equipment furnishings.
8. Assists in preparation of contract, department and agency budgets.
9. Interfaces with auditors, as required, providing proof of contract and agency expenses, and facilitates preparation of annual independent audit.
10. Reconciles bank accounts on monthly basis.
11. Maintains payment records of vendors, and oversee preparation of vendor checks for signature.
12. Performs task of annual set-up of ledgers and records in compliance with established accounting procedures.
13. Oversees all billing functions.
14. Works closely with the Chief Operating Officer in developing and monitoring targeted units and goals for each department.
15. Reviews financial Policy and Procedures where appropriate; will write and/or recommend revisions and improvements to meet changing needs.
16. Supports and actively participates in Continuous Quality Improvement efforts.

Skills and Qualifications
1. General knowledge of spelling, punctuation, grammar, medical records and office procedures.
2. Basic knowledge of office machines.
3. Basic knowledge of telephone skills.
4. Aptitude or computer data entry and use of current software systems.
5. Ability to establish and maintain effective working relationships.
6. Ability to meet the public and staff as a positive, friendly and professional representative of the agency.
7. Effective social interaction, communication and organizational skills and the ability to perform a variety of tasks efficiently.
8. Professional proficiency of MS Word, Excel, Access, Outlook and PowerPoint is required.
9. Ability to prepare accurate, concise and comprehensive reports.

Supervisory Relationships
1. Reports to: Chief Executive Officer
2. Supervision-Others: Payroll & Finance, Accounting Clerk

Education & Experience
1. B.A. or B.S degree in Accounting; Master's degree preferred.
2. At least five (5) years of experience in accounting in a non-profit health care setting.
3. Bilingual skills preferred. The ability to effectively present clear, concise, and comprehensive information and reports appropriately internally and externally.
4. Immaculate record-keeping and organizational skills.
5. Excellent multi-tasking and critical thinking skills.

Working Conditions
Working conditions for this position are normal for an office environment.
Acknowledgement

I have read the above job description and agree to perform the duties and responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities that may be required of me as Clinical Office Supervisor.

Employee Signature ________________________________   Date __________________

CMWC Representative Sign ____________________________