



## **Chief Financial Officer**

### **Position Summary**

The Chief Financial Officer (CFO) is responsible for the full range of financial functions of an FQHC community clinic, including fund accounting principles, financial statements, budgets, grant coordination, tax audits, payroll, banking, investments and borrowing, contract and billing financial issues, development of financial policies and procedures and supervision of the 6 person finance team.

The CFO positively supports Wilmington Community Clinic's core values, vision and mission to ensure that the organization's goals and objectives are met.

### **Join Wilmington Community Clinic!**

Have you ever wanted to be a part of something bigger? Have you ever wanted to make a difference? At Wilmington Community Clinic a Federally Qualified Health Center (FQHC), here you can. WCC provides quality, non-discriminatory primary care, mental health, dental and women's health services to improve the health and well-being of all served – regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 40 years. Our multi-generational impact makes us proud of the services we provide and we put patient care front and center - it's The Wilmington Way!

**The selected candidate for this position must have Federally Qualified Health Center (FQHC) experience.**

### **Compensation and Benefits**

The compensation for this position is \$150,000 - \$175,000. WCC offers competitive salary and benefits including:

- Medical
- Dental and vision (HMO and PPO available)
- Retirement plan with match
- 10 paid vacation days for first year employees
- 12 paid holidays
- Paid sick leave
- Life insurance
- Employee assistance program
- Free employee parking

### **Essential Position Responsibilities**

- Implement controls necessary to safeguard all assets and ensure the integrity of financial reporting.
- Exemplify The Wilmington Way and collaboratively moves the culture of WCC forward by fostering an environment that promotes trust and cooperation.

- Develop and recommend policies, procedures and strategies to provide financial management for the organization.
- Develop a long term financial plan to enhance the financial stability of the organization.
- Prepare and present annual operating budgets.
- Handle cash management and bank relations, including lines of credit, the receipt, custody, control and disbursement of funds and securities, the choice and use of depositories and the investment of surplus funds.
- Supervise the finance team including hiring, performance management and training.
- Prepare operating reports and financial statements, review budgets and make financial recommendations.
- Review capital expenditures in relation to anticipated financial results and analyze the financial impact of various contemplated actions.
- Manage all government contracts to ensure administrative and programmatic compliance, maximize revenue and increase funding.
- Report financial status to the Board of Directors.
- Advise and assist other members of management on financial matters such as establishing interdepartmental policies and procedures.
- Participate in management team meetings, monthly staff and board meetings.
- Other responsibilities as assigned.

### **Education and Experience**

- At least 7 years of senior level financial management experience of an FQHC or other health care service delivery organization.
- Bachelor's degree in finance, accounting, business administration or related field preferred.
- Direct responsibility for financial investment and budgeting.
- Experience correlating financial/accounting management functions with corporate programmatic objectives and strategies.
- Knowledge of fund accountant principles and practices, governmental contracts and grant administration.
- Knowledge of taxation issues for nonprofit organizations
- Relevant advanced degree is highly desirable.

### **Qualifications**

- Enjoys being of service to others.
- Excellent written, verbal and interpersonal communication skills and the ability to communicate effectively.
- Personal qualities of integrity, credibility and commitment to the organization's mission.
- Accurate and detailed record keeping and reporting.
- Ability to remain organized and maintain excellent attention to detail while working on multiple projects.
- Proven successful supervision of a team and implementation of change management.
- Strong computer skills and familiarity with database operations, spreadsheets and other software systems.