

Job description

Mission City Community Network, Inc. is a non-profit organization of multiple clinics operating as a Federally Qualified Health Center. We are dedicated to serving low income families in the San Fernando Valley, San Gabriel Valley, South Bay/L.A. and San Bernardino areas. We are committed to providing quality care in the following areas: Adult, Pediatrics, Women's Health, Dentistry, Health Education, and Behavioral Health.

Position: Chief Financial Officer

Salary: Commensurate with experience

Position Status : Full Time

Job Location: North Hills/Sepulveda

We are currently seeking a Chief Financial Officer (CFO) with a proven track record to manage, develop and implement plans for operational systems, processes and fiscal management, grants management, and oversight of the agency's finance department including but not limited to accounts payable, accounts receivable, payroll, general ledger, banking relationships, financing, budget development, purchasing, and financial reporting. In addition, the CFO will oversee statistical reports, variance analysis reports, overhead expense allocation, grants management and serve as an integral part of the agency's leadership team. In addition, the CFO will oversee statistical reports, variance analysis reports, overhead expense allocation, grants management and serve as an integral part of the agency's leadership team.

This position reports to the President and CEO.

Summary of Essential Job Functions :

- Monitor financial performance by measuring and analyzing results.
- Undertakes special projects as assigned by the President and CEO.
- Responsible for identifying, recommending and implementing continuous process improvements.
- Assess, recommend, and implement a cash management system that optimizes the efficient utilization of cash and financial services in a manner consistent with the company's objectives and policies.
- Partner with leaders across the company to drive revenue, innovation and identify cost savings initiatives.

- Work to manage corporate policies and internal controls to ensure the company's financial reporting and general business practices are compliant with governmental regulations.
- Provide support for corporate finance activities, business development and strategic business planning processes.
- Manage financial information systems including maintenance, evaluation, and implementation of new systems and reporting tools.
- Develop and maintain long-term relationships with third parties such as external auditors, financial service providers, and other service providers and advisors.
- Analyze financial trends in all aspects of the Organization and present findings and recommendations to the President and CEO for action.
- Oversee the coordination and activities of all financial auditors, including independent auditors ensuring all audit issues are resolved, all 501(c) - 3 and FQHC compliance issues are met, and the preparation of the annual financial statement is in accordance with OMB Circular A-133, the U.S. GAAP, federal and state regulations.

Required Qualifications:

- A Bachelor's Degree in Accounting, Finance, Business Administration required, MBA or CPA preferred.
- Demonstrated experience in financial management and accounting, ideally in the non-profit sector with knowledge of FQHC and regulatory requirements
- Minimum 5 years experience in financial reporting and/or senior level accounting.
- Minimum 5 years experience in the areas of Financial and Regulatory Compliance, Audit Preparation and Budget oversight.
- Demonstrated leadership ability, team management and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization

To Apply: Please email your resume/CV and cover letter, including your salary history and salary requirements to HR Dept.

MCCN is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$150,000.00 - \$200,000.00 per year

Experience:

- FQHC: 10 years (Preferred)

Work Location: In person