



Chief Financial Officer

Full-Time, Exempt Position

MISSION

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

Reports To: Chief Executive Officer

Location: In-Person, Los Angeles

Classification: Executive Leadership

POSITION STATEMENT

Kheir Clinic is entering a planned leadership transition as our Chief Financial Officer prepares for retirement. Over the past decade, the organization has grown into a multi-site Federally Qualified Health Center (FQHC) with six clinic sites, two Adult Day Health Care centers, an in-house 340B pharmacy, and a developing Family Medicine Residency Program. As we continue to scale from a small to mid-sized healthcare organization, we are strengthening our financial governance framework and transitioning toward a more disciplined, data-driven financial culture. We seek a CFO who will guide this next phase of growth by refining the structured partnership among Finance, Revenue Cycle, and Operations, and by leading executive leadership through fact-based decision-making.

POSITION SUMMARY

The Chief Financial Officer is responsible for financial stewardship, regulatory compliance, strategic forecasting, grant oversight, enterprise reporting, and finance team development. The CFO will strengthen structured partnership among Finance, Billing, and Operations while maintaining clear lines of accountability. The CFO will maximize *Sage Intacct* to support fact-based executive decisions, generate department-level dashboards, and elevate financial literacy across leadership.

This role requires strategic oversight combined with operational engagement. The CFO must be willing to roll up their sleeves to address internal gaps when necessary and avoid default reliance on outsourcing where responsible internal capacity can be developed.

CORE RESPONSIBILITIES

Financial Governance and Compliance

- Ensure integrity of financial statements and internal controls.
Oversee independent auditor services and audit preparation.

- Lead Medi-Cal and Medicare cost reporting and ensure timely and accurate completion of all required state and federal financial submissions, including DHCS filings, HRSA/BPHC financial requirements; Uniform Data System (UDS) and HCAI (formerly OSHPD) reports; and OPAIS 340B compliance documentation.
- Maintain and routinely update Billing, Finance, and Procurement Policies and Procedures to reflect current HRSA compliance requirements.
- Monitor procurement policies are adhered to in accordance with federal regulations.
- Maintain banking relationships.
- Co-manage the investment portfolio in collaboration with the Board Finance Committee.
- Support facilities lease renewals and negotiations in partnership with executive leadership.

Budget Development and Financial Planning

- Lead the annual organizational budget process and multi-year financial forecasting, guiding directors in developing and managing their departmental budgets with clear accountability.
- Provide regular expenditure, variance, and service line or site-level margin analyses to support operational accountability and strategic decision-making.
- Model and recommend clinician productivity and other performance-based incentive structures.
- Support operational participation in IPA and managed care incentive programs to maximize available reimbursement opportunities.

Revenue Cycle and Operational Partnership

- Oversee revenue cycle reporting standards, including AR aging, denial trends, and cash flow metrics.
- Ensure timely and consistent reporting dashboards for executive leadership.
- Collaborate with Operations to align scheduling utilization, clinician productivity, and financial performance.
- Participate in association, IPA, and healthcare CFO meetings to remain informed of reimbursement trends and incentive opportunities, and translate relevant insights into operational action.

Systems Optimization and Reporting

- Fully leverage Sage Intacct to enhance reporting transparency and analytical capability.
- Develop actionable dashboards to guide efficiency and accountability at the executive, team, and department levels.
- Strengthen month-end close discipline and reporting timelines.
- Ensure financial data supports timely and informed executive decision-making.

Leadership and Succession

- Mentor and develop Director of Finance, Accounting Manager, and Revenue Cycle staff. Prevent knowledge silos through documentation and cross-training.

- Promote reliability, accountability, and professional growth within the finance function.
- Contribute to executive succession planning through leadership development and team capacity building.
- Engage actively with executive leadership and Board Finance Committee.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field.
- CPA strongly preferred.
- Minimum of eight years of senior financial leadership experience in positions such as Chief Financial Officer, Deputy Finance Officer, Vice President of Finance, Controller in a hospital or healthcare organization, or Director of Finance in a multi-site healthcare setting.
- Candidates whose highest level of experience is Accounting Manager will not meet the scope of this executive role.
- Strong communication skills and presence.

Preferred Experience

- FQHC or safety-net healthcare experience preferred.
- Hospital or healthcare finance leadership experience welcomed.
- Experience with Medi-Cal and Medicare reimbursement structures.
- Experience presenting to Boards and Finance Committees.

Leadership Profile

- This position requires in-person executive engagement and active collaboration across departments.
- Demonstrated reliability and accountability.
- Collaborative executive presence.
- Clear and confident financial decision-making.
- Commitment to mentoring and leadership development.
- Willingness to engage directly when operational gaps arise.
- Discipline in strengthening internal capacity before defaulting to outsourcing.

How to Apply

Send cover letter and CV to HR@LAKHEIR.ORG. If relevant, indicate the name and contact information of the referring individual in the cover letter. PRINCIPALS only.

Employment in this position is contingent upon successful completion of a comprehensive background investigation conducted by a third-party vendor, including verification of prior employment dates and titles and a credit history review, in accordance with applicable laws and regulations.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a company provided computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. The position requires occasional travel to attend on- and off-site meetings.

Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Please note that this job description is subject to change to meet the needs of Kheir Clinic.