

Mora Valley Community Health Services, Inc.
JOB DESCRIPTION

TITLE	Chief Financial Officer	FLSA Status: Exempt Position Type: Regular Full-Time
DEPARTMENT	Finance	
REPORTS TO	Chief Executive Officer	
SUPERVISES	Finance Supervisor and Accountant	
JOB PURPOSE	Provides day-to-day oversight and direction of the financial and billing functions within MVCHS	

ESSENTIAL JOB RESULTS	
1.	MAINTAIN THE FINANCIAL INTEGRITY OF MVCHS BY MANAGING THE BILLING, ACCOUNTING, BUDGET, AP, AR, INVENTORY, REPORTING, AND PAYROLL FUNCTIONS OF THE ORGANIZATION
2.	DEVELOP AND MAINTAIN THE FISCAL INTERNAL CONTROL SYSTEMS
3.	COORDINATE FINANCE COMMITTEE MEETINGS, DEVELOP AGENDAS, PREPARE REPORTS, AND COORDINATE THE DELIVERY OF FINANCE COMMITTEE PACKETS TO BOARD MEMBERS
4.	PLAN, ORGANIZE, ASSIGN, REVIEW, EVALUATE, AND DIRECT THE WORK OF ASSIGNED PERSONNEL
5.	COORDINATE THE PROCUREMENT OF GOODS AND SERVICES
6.	ENSURE SAFETY MEASURES ARE MET AND RISK IS MINIMIZED
7.	PREPARE CORRESPONDENCE, BROCHURES, AND OTHER INFORMATIONAL MATERIAL
8.	PARTICIPATE IN ANNUAL BUDGET PREPARATION IN CONJUNCTION WITH PROGRAM MANAGERS, ESTABLISH SCHEDULES, COLLECT AND ANALYZE DATA, DEVELOP AND MAINTAIN REPORTS, CONTINUALLY MONITORING FUNDING LEVELS AND EXPENDITURES THROUGHOUT THE YEAR, AND ENSURE THAT ALL PROGRAMS AND OPERATIONS ARE INTEGRATED INTO THE BUDGET MONITORING PROCESS
9.	MONITOR AND RECOMMEND ACTION ON EXPENDITURES FOR PERSONNEL, GOODS, AND SERVICES
10.	PROVIDE OVERSIGHT OF THE BILLING AND COLLECTION PROCESS TO INCLUDE BUT NOT LIMITED TO UPDATING FEE SCHEDULES AND RELATED POLICIES AND PROCEDURES
11.	MONITOR AND CONTROL CASH FLOW BY SCHEDULING EXPENDITURES, ANALYZING VARIANCES, AND INITIATE CORRECTIVE ACTIONS
12.	COLLECT, INTERPRET, AND REPORT FINANCIAL DATA, DEVELOP AND MAINTAIN ALL FINANCIAL AND FISCAL COMPLIANCE INDICATORS REQUIRED BY GRANTORS AND THE BOARD OF DIRECTORS
13.	DIRECT AND/OR GENERATE THE ACCURATE AND TIMELY PREPARATION OF REIMBURSEMENT REQUESTS, FINANCIAL STATEMENTS, AND FINANCIAL REPORTS, TO INCLUDE BANK RECONCILIATIONS, SUBSIDIARY RECONCILIATIONS, AS WELL AS GRANT AND FUNDS ACCOUNTING RECONCILIATIONS
14.	PROVIDE ASSISTANCE IN THE MANAGEMENT OF FUNDRAISING ACTIVITIES INCLUDING ENSURING PROPER ACCOUNTING AND EXPENDITURES OF DONATED FUNDS, PROVIDING DATA FOR REPORTS, AND ASSISTING IN THE PREPARATION OF THE CORPORATION'S ANNUAL REPORT
15.	COORDINATE EXTERNAL AUDITS INCLUDING THE ANNUAL INDEPENDENT FINANCIAL AUDIT AND ADVISE THE CHIEF EXECUTIVE OFFICER AND THE BOARD OF DIRECTORS ON FINANCIAL MATTERS
16.	MANAGE, MONITOR, AND ENSURE THE EFFICIENCY OF FUND DISBURSEMENTS
17.	MONITOR THE EFFECTIVENESS OF FUND INVESTMENTS AND ADVISE THE CHIEF EXECUTIVE OFFICER AND BOARD OF DIRECTORS ON INVESTMENT ACTIVITIES
18.	PROVIDE TECHNICAL GUIDANCE AND CONSULTATION TO STAFF AND BOARD MEMBERS REGARDING FINANCIAL MATTERS

ESSENTIAL JOB RESULTS	
19.	PROTECT CORPORATE ASSETS BY DIRECTING OR COORDINATING THE ACQUISITION, TRACKING, AND DISPOSAL OF CAPITAL EQUIPMENT, AS PER CORPORATE POLICIES AND PROCEDURES, AS WELL AS REGULATORY REQUIREMENTS, AND ESTABLISH, MONITOR, AND ENFORCE INTERNAL CONTROLS
20.	COMPLY WITH FEDERAL, STATE, AND LOCAL LEGAL REQUIREMENTS IN PREPARING AND FILING FINANCIAL REPORTS, MEDICARE AND MEDICAID COST REPORTS; STUDY EXISTING AND NEW LEGISLATION AND REGULATIONS AND ADHERE TO THESE FINANCIAL REQUIREMENTS
21.	PROVIDE LEADERSHIP TO STAFF BY PROVIDING DAY TO DAY DIRECTION OF THE MVCHS FINANCIAL OPERATIONS AND SERVICES, PROCEDURES, GRANTS AND FINANCIAL MANAGEMENT GUIDELINES AND REGULATIONS
22.	PROVIDE OVERSIGHT AND DIRECTION OVER THE IMPLEMENTATION, MONITORING AND EVALUATION OF CONTRACTUAL ACTIVITIES
23.	DEVELOP METHODS TO ENSURE EFFICIENT AND COST EFFECTIVE OPERATIONS
24.	ENSURE THAT ALL FINANCIAL OPERATIONS ARE PERFORMED IN A COORDINATED FASHION IN ACCORDANCE WITH THE GOALS AND OBJECTIVES OF MVCHS BY MEETING FREQUENTLY WITH MVCHS STAFF IN ORDER TO MAINTAIN GOOD LIAISON AND CONTINUITY OF IDEAS, AND BY SEEKING OUT EXPERT CONSULTANTS FOR CONFERENCE AND ADVICE
25.	MAINTAIN A PROGRAM OF QUALITY BY PARTICIPATING IN THE QA/QI PROGRAM FOR INTERNAL EVALUATION OF PROGRAMS, OPERATIONS, AND SERVICES, TO INCLUDE REPORTS OF EMPLOYEE EFFICIENCY AND EFFECTIVENESS, FISCAL STATEMENTS, OPERATING STATISTICS, PROFESSIONAL SERVICE REVIEWS, AND CONTRACT COMPLIANCE, AND ACTIVELY ENSURES THAT SUCH PROGRAMS INCLUDE PERFORMANCE CRITERIA
26.	DEVELOP EXCELLENT STAFF BY PARTICIPATING AND FACILITATING THE DEVELOPMENT OF GUIDELINES AND CRITERIA FOR RECRUITMENT AND RETENTION OF HIGHLY-QUALIFIED STAFF, AND BY PROVIDING FOR STAFF DEVELOPMENT
27.	REPRESENT MVCHS TO THE COMMUNITY BY ESTABLISHING AND MAINTAINING CONTACT WITH VARIOUS AGENCIES, ORGANIZATIONS, AND INDIVIDUALS WITH REGARD TO FINANCIAL OPERATIONS AND SERVICES, AND BY ADVISING THE MVCHS CHIEF EXECUTIVE OFFICER CONCERNING THESE CONTACTS
28.	MAINTAIN PROFESSIONAL AND TECHNICAL KNOWLEDGE BY ATTENDING EDUCATIONAL WORKSHOPS, REVIEWING PROFESSIONAL PUBLICATIONS, ESTABLISHING PERSONAL AND PROFESSIONAL NETWORKS, AND/OR PARTICIPATING IN PROFESSIONAL SOCIETIES AND ORGANIZATIONS
29.	ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
30.	TRACK AND COORDINATE ROUTINE TASKS
31.	MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY
32.	CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
33.	ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES

Job Qualifications

Education: Minimum Bachelor's degree Accounting, Finance, Business Administration, Health Care Administration, or related field. MBA in Finance or related field preferred. Current certification as a Certified Public Accountant (CPA) may be substituted for Master's degree.

Bilingual English/Spanish Preferred

Experience: Minimum five (5) years' progressively responsible experience in health care financial management, including minimum two (2) years' supervisory and/or managerial experience required

Skills and Abilities

- Strong and proven knowledge of business financial management
- Demonstrate ability to perform financial activities, including preparation of financial statements and reports, cost reports, and tracking of financial trends
- Knowledge of primary care/outpatient medical office operations and procedures, particularly those pertaining to community health centers
- Ability to apply management/supervisory skills and techniques within a health care setting
- Ability to develop, evaluate and maintain Quality Assurance/Quality Improvement protocols and procedures in the delivery of quality patient care
- Ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its residents
- Share in and contribute to MVCHS mission, vision and goals

Working Conditions and Physical Demands

- Work is performed in an interior environment
- Moderate physical activity
- May require handling objects up to 25 pounds
- Sitting, standing, or walking more than 6 hours per day

Qualifications for Employment

- First Aid/CPR Certification's
- Driver's Record and Defensive Driving Course
- Background Investigation
- Drug Testing – Initial and Random

EMPLOYEE/SUPERVISORY REVIEW

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract.

Employee's Signature

Date

I have reviewed this job description with this employee, and agree that it is an accurate description of the duties and responsibilities to be performed.

Supervisor's Signature

Date