

## CASSOPOLIS FAMILY CLINIC NETWORK

### Leadership Job Description

**Title:** Chief Financial Officer  
**Department:** Senior Management

**FLSA:** Exempt  
**Location:** Corporate

**Originated:** 4/2007  
**Revised:** 5/2017/10/2021

**Summary:** Supports the Health Center's mission by planning, directing and controlling all financial activities. May have responsibility for other corporate functions fundamental to the Health Center's operation, such as Outreach and Enrollment, Information Systems, analytics, etc., depending on previous experience or educational background.

#### **Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains effective, professional communication and collaboration with the Chief Executive Officer and the Board of Directors.
- Is knowledgeable of and abides by Generally Accepted Accounting Principles (GAAP) and Sarbanes-Oxley compliance and monitoring.
- Is responsible for oversight of annual operating/capital budgets, grant budgets, monthly financial/statistical statements and variance reports.
- Responsible for grants management. Is knowledgeable of grant fund accounting, including allowable spending, fund draws and related financial reporting to government agencies.
- Assures all accounting and bookkeeping functions, including general ledger, accounts payable and receivable, payroll and related tax reporting, depreciation schedules and physical inventories are carried out according to GAAP and best practices. Maintains audit and financial documents as required by all applicable laws.
- Is responsible for contracting for annual independent financial audit, single grant audit, federal 990, federal 5500s, all other related tax documents. Seeks bids periodically for these services to assure competitiveness in price and service.
- Ensures that the annual Medicare and Medicaid cost reports are completed.
- Is responsible for CFCN's investment portfolio. Makes recommendations to the Finance Committee.
- Is actively engaged in payment reform activities that affect how the Health Center is able to bill for services. Participates in a variety of activities to learn about and participate in payment reform planning.
- Assures proper financial policies and procedures are in place to mitigate the possibility of fraud.
- Provides financial guidance and interpretation of financial information to the CEO and Board of Directors.
- Actively participates in strategic planning and the development of financially sustainable services.
- Is actively engaged in planning and renovation or construction of new service sites.
- Reviews department performance in comparison with operational budgets. Provides education and feedback to site/service line managers and providers.
- Assures compliance with fiscal and governmental reporting, as well as regulatory requirements.
- Is responsible for accurate, timely submission of all financial information required by government agencies, to assure compliance with grant requirements.
- Maintains business insurances, assuring appropriate coverage for the corporation.
- Manages the employee benefits program. Seeks competitive pricing.
- Prepares financial analysis of specific programs or cost centers as requested.
- Is responsible for revenue cycle management. Oversees billing department function, billing and reimbursement activities. Monitors outstanding accounts receivable. Provides for internal process improvement activities that improve reimbursement and streamline work processes.

- Actively participates in FQHC financial training programs/conferences provided by National Association of Community Health Center and Michigan Primary Care Association to become educated in Community Health Center financial management.
- Participates in leadership training and activities and serves on Health Center committees as appropriate.
- Acts as a mentor for the Controller, Billing Manager, and other ancillary staff.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Must demonstrate executive level abilities in leadership, communication, financial and entrepreneurial skills. Must possess a thorough knowledge of budgeting, accounting and bookkeeping principles and practices and have the ability to analyze and interpret financial data. Must be a strategic thinker, with good management and people skills to lead and direct staff. Must be a decision maker and able to problem solve. Must be able to manage time well and stay on task to meet deadlines.

**Education:**

- Bachelor’s degree in finance, accounting, business or related field. Master’s degree preferred. CPA preferred.

**Interpersonal:**

- Must demonstrate excellent communication and interpersonal skills to effectively interact with a variety of publics.

**Knowledge/Previous Work Experience:**

- Minimum of 5 years management experience with progressively increased responsibility.
- Knowledge/education in FQHC Operations and Information Management preferred, but not required.

**Supervision Exercised:**

- Supervises accounting, billing and other Health Center staff as assigned.

**Reporting Relationship:**

- Reports to the Chief Executive Officer.

**Working Environment:**

- Works in a normal office environment where there are minimal physical discomforts due to temperature, noise, dust and the like.
- Must have manual dexterity to use computer key board and calculator.
- Must have the ability to remain stationary in a sitting position for long periods of time.
- Requires sitting, walking, stooping, bending, ability to maneuver stairs and lift up to 25lbs.
- Must have visual acuity to interact with computer screen for up to six hours at a time. Some exposure to visual strain due to close inspection of forms, records and computer screens.
- Must be able to communicate effectively verbally.
- Subject to mental stress and frequent interruptions.
- Occasional exposure to communicable disease, unpleasant odors, noise to clinic and /or data processing activities.

**Disclaimer:**

The above outlined specifications are not an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager within guidelines and compliance with Federal and State laws.