



**Position Title:** Chief Financial Officer (CFO)

**Statement of Duties**

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. The CFO is responsible for the administration and leadership of the financial management functions for Duffy Health Center. The CFO is responsible for overseeing the operations of Accounting, Billing, Benefits, Scheduling and Reception. Work includes serving as a member of the leadership team, supervising staff, developing department policies and procedures, ensuring compliance with regulations and reporting requirements, evaluating programs, and performing administrative duties. The CFO establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. The CFO works with senior leaders to monitor and optimize productivity and reimbursement. This position is deemed essential\* in the DHC Emergency Operations Plan.

**Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

1. Participates as part of the Leadership Team to determine and implement organizational vision and policies and coordinate services and programs. Participates in and provides input into management decisions. Provides information and insight with respect to services and departmental matters.
2. Responsible for all financial activities of the organization including accounting, billing, budgeting, forecasting, cash flow management, financial reporting, preparation of cost reports and regulatory filings. Manages staff, holds regular department meetings, develops and reports on annual goals for the department, self and staff.
3. Interviews and hires, trains/monitors training; plans, assigns and directs work; evaluates, rewards, disciplines and terminates staff in consult with others.
4. In accordance with Board policy, prepares an annual budget for Board approval. Collaborates with managers to develop program, grants and department budgets. Uses a budget development and management approach that ensures optimal accountability and budget management by department managers.



5. Insures that relevant financial data is reported regularly to the CEO and senior management team. Works collaboratively with managers to maximize program effectiveness through the use of financial and operational data and financial planning.
6. Partners with Medical Director and Senior Director of Program Resources to set and monitor goals with regard to operational efficiency with respect to schedule utilization, attainment of benefits, minimization of bad debt, and budgetary compliance. Oversees efforts to maximize third-party reimbursement.
7. Develops, reviews and recommends updates to DHC's financial policies and procedures and assures their implementation.
8. Insures compliance with regulations and reporting requirements including generally accepted accounting procedures, legal and regulatory requirements (e.g. HRSA requirements that apply to FQHCs), and local state and federal laws, regulations and requirements. Prepares all regulatory reports (i.e. FSR, UDS, Medicare, Medicaid, IRS Form 990, UFR, etc.). Oversees corporate tax filings. Submits reports on a timely basis.
9. Coordinates audit preparation. Serves as primary contact for external auditors.
10. Develops and upholds effective internal controls to safeguard assets and reliability of financial statements.
11. Participates in Performance Improvement initiatives and Utilization Review as appropriate.
12. With the CEO, provides staff support and guidance to Duffy Health Center's Board of Directors; acts as primary staff liaison to Finance Committee and Compliance Committee of the Board, presenting monthly reports and analysis.
13. Supervises the Accounting staff to manage and oversee all Duffy financial and business activities. Prepares accurate and timely financial statements.
14. Supervises the Billing Manager to ensure all billing functions are in compliance with all payer requirements, efficient and timely, and achieve annual benchmarks for collections.



15. Collaborates with Information Technology staff and contractors to ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware and software, and capital budgeting for IT
16. Negotiates business/financial contracts and agreements and acts as an effective steward of agency resources in all procurements. Serves as point person on 340B pharmacy. Manages third party insurance payer agreements.
17. Directs procurement, monitoring, and management of business insurance. Evaluates risk related to insurance needs and ensures the ongoing maintenance of all policies including general liability, property, malpractice, and directors and officers.
18. Maintains banking and other external relationships.
19. Oversees reporting of relevant organization metrics and measurement, including UDS information.

### **Supervision**

Work is performed under the administrative direction of the Chief Executive Officer in accordance with applicable state and federal laws and Duffy Health Center policies and objectives. Employee consults with supervisor only where clarification, interpretation, or exception to policy may be required. Employee develops and implements departmental policies, goals, objectives and budgets; resolves all conflicts and coordinates with others as necessary.

Employee has access to confidential information of the department, personnel files, and financial information.

The CFO is responsible for the direct supervision of the Senior Accountant, Billing Manager, Patient Access Manager and the indirect supervision of personnel within the divisions. The CFO interviews and hires, monitors training; plans, assigns and directs work; evaluates performance, rewards, disciplines and terminates staff in consultation with HR and CEO.

### **Job Environment**

Position is responsible for financial management functions such as planning, organizing, controlling, coordinating, evaluating, and integrating activities for the Finance Department. Employee uses extensive judgment and ingenuity to interpret and apply administrative or



organizational policies, general principals, legislation, or directives that pertain to the non-profit finance management. Employee is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Errors could result in delay or loss of service, monetary loss, and/or legal repercussions.

The position has daily contact with co-workers and occasional contact with other health center organizations, Boards and Committees, state and federal regulatory agencies and organizations, vendors, and banks. The purpose for contact is to provide direction and coordinate work, resolve problems, request services, discuss situations of mutual concern, and provide information and assistance.

The nature of work and volume fluctuate cyclically. Some events can be planned for in advance, others cannot. Employee is required to work outside of normal business hours, as necessary, to accomplish the position's functions.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Employee primarily works in an office setting and is required to sit, talk/listen, and use hands more than 2/3<sup>rd</sup> of the time; stand, walk and reach up to 1/3 of the time. Employee seldom lifts up to 10 lbs., and occasionally lifts up to 30lbs., Normal vision is required for the position. Equipment operated includes an automobile, office machines, and computers. Employee may be exposed to hostile individuals or situations.

### **Requirements under the DHC Emergency Operations Plan**

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Non-Essential and therefore this position may be expected to work remotely' during a declared emergency.

### **Education and Experience**

A candidate for this position must have a Bachelor's degree in Finance or Accounting, Master's Degree/CPA, with 7-10 or more years of accounting and finance management; supervisory experience; experience in a senior role at a health care non-profit organization; or any equivalent combination of education and experience.

### **Licenses/Certifications Required**

Must be able to be bonded and have a valid driver's license.



### **Knowledge, Skills and Abilities**

A candidate for this position should have the following:

Knowledge of:

- Health care finance, including third party reimbursement
- Federal, state, and private grant management
- Value-based payment models
- Organizational development
- Personnel management and budget and resource management
- Strategic planning
- Developing and monitoring systems
- Project management
- Payroll and accounting functions
- Medical Practice Management
- Health Information Technology
- Corporate Compliance
- Patient-centered medical home
- HIPAA regulations.

Skill in:

- Use of information technology systems
- Use of Microsoft Office applications
- Effective written and verbal communication
- Mathematics and finance administration
- Managing and supervising the work of others.

And ability to:

- Prepare and analyze complex financial reports
- Maintain efficient and effective financial systems and procedures
- Assist in general administration when needed
- Maintain confidentiality
- Maintain accountability
- Speak comfortably before an individual or group of people
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.



Essential\*

\*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential\*

\*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.