



## CHIEF FINANCIAL OFFICER

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<b>Position Title:</b>	Chief Financial Officer (CFO)
<b>Department/Division:</b>	Administration
<b>Location:</b>	Fort Dodge
<b>Reports To:</b>	Chief Executive Officer (CEO)
<b>Position Class:</b>	Full Time Non-Exempt
<b>Positions Supervised:</b>	Billing/Accounting/Front Desk

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### PHYSICAL REQUIREMENTS

Visual/hearing ability sufficient to quickly analyze and comprehend written/verbal communication on all business documents. Must possess ability to manage stress as it relates to the job functions referenced below.

### JOB SUMMARY

The Chief Financial Officer (CFO) plans, directs accounting along with day to day financial operations of the organization. This includes routine preparation of the financial statements, grant reports, or other business documents for the operation of the center. Under general supervision of the Chief Executive Officer, the CFO will have latitude of independent judgment as to basic decision making and to perform the following daily duties, personally or through subordinate supervisors.

### EDUCATION AND EXPERIENCE

- Completion of an accredited undergraduate degree in business or accounting.
- Experience in business operations, budgets, and financials.
- Experience in grant administration, documentation and reporting.
- A minimum of 3 years' experience non-profit health care finance
- A minimum of 3 years' experience in supervisory experience
- Expert skills in Excel, Microsoft Word etc.
- Knowledge of Electronic Medical Records for Medical and Dental (Centricity and Dentrix preferred)
- Excellent verbal and written skills
- Ability to establish interpersonal relationships and effectively work with colleagues, outside agencies and represent CHCFD in a professional manner at all time.
- Compliant with HIPPA policies

## RESPONSIBILITIES

1. Preparation of balance sheets, income statements, budgets, and any financial reporting to governmental and granting authorities.
2. All payroll functions and reporting.
3. Accounts payable, accounts receivable, cash management, internal control and overseeing company assets.
4. Supervise billing, collections and patient accounts.
5. Support and oversight of human resource functions and maintaining proper record keeping.
6. Be a part of administrative team and support to the Finance Committee.
7. Assists in Information Technology.
8. Presents recommendations with respect to costs, charges, rates, etc., to permit income to support the center's activities.
9. Daily operations or management duties when assigned by the CEO
10. Any other administrative duties as assigned.
11. Provide accurate and complete financial information to the CEO, and Finance Committee of the Board of Directors. Monthly financial statements showing budget variances for the month and year to date.
12. Draft documents for the CEO and Board approval including policies, procedures, plans, proposals and other written communications.
13. Develop and direct a finance department consistent with the size of the organization. Define, orient, train and supervise one or more qualified individuals to serve the following roles: health care billing\collections and accounts receivable, cash management, purchasing and accounts payable, payroll and general ledger accounting.
14. Effectively manage risk through: sound control procedures, daily procedures, weekly and monthly procedures, annual audits, bonding of select employees, insuring the organization against loss, and meeting all regulatory requirements.
15. Continue professional development through reading, formal and informal education programs.
16. Other duties as assigned by the CEO

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell; manage stress as it relates to essential job functions.
- Work environment:* While performing the duties of this job, the noise level in the work environment is usually minimal to moderate. The employee may be subject to health hazards (contagious diseases, blood borne pathogens, etc.).

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. CHCFD reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

My signature below only signifies my receipt of this job description and does not in any way create a contract for employment or alter my employment at-will status.

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Signature

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Date