

Sample Health Center Chief Financial Officer Job Description

Section One: Background Information

Title: Chief Financial Officer

Department: Finance

Supervisor: Chief Executive Officer

Section Two: Description

To oversee the financial operations of the organization including the billing function.

Section Three: Responsibilities

- Responsible for all financial accounting and reporting, procedures and internal controls of the department
- Overall supervision of Payroll, Purchasing, Accounts Receivable, Accounts Payable, MIS and General Accounting functions of the Finance Department.
- Responsible for the recruitment, supervision, training, and evaluation of the Finance Department staff which also includes the billing department.
- Responsible for the center's relationship with federal and state tax authorities and government regulators (BPHC, regional office, etc.)
- Ensure all insurance coverage's including director's and officer's, malpractice, general property, etc. are in place each year
- Fiscal management of all city, state, and federal grants
- Develop, supervise, and coordinate all efforts to attain maximum third party reimbursement including capitated arrangements
- Supervise the preparation of all regulatory reports (i.e. FSR, UDS, Medicare, Medicaid, IRS Form 990, state tax returns, etc.)
- Attend the finance committee meeting of the health center's Board of Directors and present the current fiscal situation. Also, attend the meetings of and report to Board of Directors at the request of the Chief Executive Officer or board members.
- Preparation of annual organization budget as well as individual grant budgets; coordinate all department budgets; work with all department heads throughout the year to insure that expenditures adhere to legal and budgetary requirements
- Act in behalf of the Chief Executive Officer in his/her absence and upon request
- All other duties as assigned by the Chief Executive Officer

Section Four: Educational Requirements

Undergraduate degree from an accredited college or university in accounting or finance, MBA or CPA preferred but not required.

Section Five: Licenses Required

Certified Public Accountant preferred but not required

Section Six: Required Experience

- Should have knowledge and experience in health care finance, including third party reimbursement mechanisms and Federal guidelines regarding budget and financing.
- Supervisory experience a must
- Experience with automated accounting and billing systems
- Computer literate