



## Associate Chief Financial Officer JOB DESCRIPTION

Position Title:	Associate Chief Financial Officer	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Finance		
Reports to:	Chief Financial Officer		
Last Update:	April 7, 2015		

### Job Summary

The Associate Chief Financial Officer (ACFO) has responsibility for assisting in and learning the processes for planning, organizing and directing the financial services, information systems, and fiscal management to enable RGH to achieve its operational and strategic goals and initiatives in compliance with legal and regulatory requirements. This position will be a highly visible position within the hospital and will serve as an advisor and assistant to the CFO and CEO regarding the successful financial management of the organization. The Associate Chief Financial Officer position is designed to prepare the incumbent for succession to CFO within a 12 – 18 months.

### Essential Functions

- Promotes the mission, vision, and values of the organization.
- Work with the CFO, CEO, and Board to develop financial goals and objectives for the organization.
- Proactively work to help manage, plan, and organize the financial operations of the hospital including financial planning, budgeting, analysis, controllership, and revenue cycle functions.
- Assist in developing, interpreting, coordinating, and communicating organizational policies on finance, accounting, budgeting, insurance, financial/accounting systems, internal controls, and auditing.
- Generate or assist in the generation of financial statements, budgeting, preparation of analytical reports and data reporting to various governmental and other entities
- Prepare or assist in the preparation of information for annual financial audit and cost reports
- Assist in the facilitation of organization-wide financial planning, business planning, budgeting, and resource allocation processes.
- Provide assistance and guidance regarding management of assets and investments, and financial trends within the organization.
- Work with department leadership to implement financial plans, benchmarks, and budgetary performance metrics to help monitor progress toward financial goals.
- Develop and maintain a thorough working knowledge of federal, state, and managed care reimbursement payment methodologies, billing, and compliance issues.
- Develop an understanding of and keep up to date with all federal statutes surrounding participation in the Medicare and Medicaid programs, as well as Medicare fraud and abuse issues, Stark legislation, and IRS guidelines pertaining to the operation of not for profit entities.
- Maintain professional growth and development through seminars, workshops, professional networking, and affiliations to keep abreast of industry trends.
- May provide supervision and leadership for the Materials Management Department and other departments as assigned.

- Maintain a through working knowledge of the organizations Electronic Information System and functions as a “Super User” to support problem solving and smooth operation of the IT system.
- Understand the benefit of and supports the organization participation in the group purchasing organization (GPO).
- Participate with and lead organizational committees as required.

### **Non-Essential Functions**

- Perform other duties as assigned

### **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attends committee, CQI and management meetings as appropriate.
- Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control.
- Effectively and consistently communicates administrative directives to personnel and encourages interactive departmental meetings and discussions.

### **Qualifications**

- Bachelor’s degree in business or a related field.
- Master’s degree in Health Administration, Business or related field preferred.
- Minimum of 5-7 years of relevant healthcare business and financial services experience
- Demonstrated success in implementing financial planning and management strategies
- Demonstrated success in budgeting and monitoring financial performance
- Excellent computer skills
- Experience working closely with Electronic Information Systems
- Experience working with Electronic Medical Information Systems preferred
- Excellent writing skills, with a high level of attention to detail required
- Ability to demonstrate leadership, managerial ability, good interpersonal relationships, and the application of sound administrative principles.

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

- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

### **Physical Requirements and Environmental Conditions**

- Little physical exertion and involves a normal office environment
- Sitting for long periods in front of a computer is common. Results in repetitive strain on the neck and back.
- Travel requirement are low and infrequent
- Requires continual mental concentration and attention to details. Errors are difficult to detect and can have significant impacts on the optimal use of RGH resources. Extended periods of focus and attention and computer use are frequently required.
- Strict deadlines must be met and deadline induced mental stress is frequent. Frequent interruptions to workflow are common. The position is required to adjust work hours and work duties as required in order to meet deadlines.
- The changing and complex environment and limited resources require leadership skills that alleviate distress and maintain a quality service.
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions

- Lifting and carrying items weighing up to 25 lbs
- Corrected vision and hearing to within normal range
- Working under stressful conditions
- Working irregular hours including after hours

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

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**Date**