

## **COMMUNITY HEALTH PARTNERS, INC.**

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Chief Financial Officer (CFO)  
Position Status: Exempt  
Effective Date: 11/2021  
Reviewed By: CEO

### **JOB SUMMARY:**

In accordance with policies and standards established by the Governing Board, is responsible to the CEO for organization, coordination, and reporting of the business/financial health of the organization, which is fundamental to the conduct of the center's operations and the achievement of its mission. Additionally, responsibilities include the financial and personnel management of programs as requested by CEO. As a member of the management and planning team, provides accurate current data, including financial, analyses, forecasts, and broader thinking to support effective CHC operation.

### **ESSENTIAL FUNCTIONS:**

1. Directs the development, implementation, operation, maintenance, and control of essential business information and operations support systems.
2. Ensures accurate appraisal, interpretation, and analysis of financial results, while also providing analyses, justification of budgets, forecasts, and long range plans. Integrally involved in development and monitoring of sound business plans.
3. Works collaboratively with CHP's leadership team to ensure the compliance and reporting requirements of all grant funding, including HRSA funding, are consistently adhered to and complied with in a timely manner. Prepares the annual review of the fee schedule and costs of services in accordance with HRSA requirements.
4. Is knowledgeable of and ensures compliance with the requirements of federal and commercial insurance payers. Ensures accurate and timely filing of the annual Medicare cost report.
5. Dedicates significant portion of time to compliance and financial issues, interacting with CHP staff, customers and government on budgets, pricing, reports, audit matters, and analysis of forecasts and data. Prepares financial statements and reports, analyzes costs of services, and makes recommendations to the CEO.
6. Works closely with CEO, CCOO, Pharmacy Director, Learning Partners Director, Dental Director and IT services to ensure the timely and accurate involvement with operating budgets, awareness of variances and plans to respond, and the development of department budgets annually.
7. Provides supervision to billing and accounting staff as well as oversight of appropriate entry of patient data at all sites to foster maximum collections within context of mission – in coordination with the billing coordinator. This includes system oversight to ensure proper coding and data collection.
6. Oversees all grant revenue and ensures accurate allocation of such.
7. Interacts directly with CEO, physicians, customers, and government agencies as a member of the executive staff. Able to complete complex and sensitive assignments as directed by the CEO.
8. Oversees assigned programs, providing direction and facilitation to ensure program goals and accountability are met in conjunction with executive team and board priorities.
9. Recommends strategies and tactics for the management of resources in order to maximize results.

### **Additional Responsibilities:**

1. Provision of direction which assures that procedures, practices, records, and financial discrepancy are in full compliance with applicable regulation, law, and standard practice.

2. Performs related work as required or as delegated by the CEO.
3. Participation in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
4. Further the mission of CHP through active support of the strategic goals.
5. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.
6. Will complete the FEMA ICS (Incident Command System) 100 and 700 courses to help CHP prevent, protect against, mitigate, respond to, and recover from the effects of an incident.
7. Understands and adheres to HIPAA guidelines.

### **Management Responsibilities:**

*Develops and retains a qualified team that provides high quality, patient-centered care at maximum efficiency.*

1. Sets Specific, Measurable Expectations
  - Leads by example by working towards the mission, vision, and strategic goals.
  - Follows CHP policies and procedures and ensures employee compliance.
    - Understands personnel policies, is able to consistently apply them to employee scenarios.
    - Communicates policies accurately and appropriately.
  - Understands and accurately communicates job expectations in a specific, measurable way.
  - Ensures appropriate staff training (and re-training, as needed) occurs.
2. Gives Feedback
  - Recognizes positive team contributions:
    - communicates appreciation for a behavior and connects it to the mission, vision or strategic goals.
    - documents above and beyond contributions (at both the individual and team level).
  - Addresses nonperformance in a timely, effective manner:
    - Utilizes the coaching steps to engage the employee in their own performance improvement.
    - Documents coaching sessions appropriately.
    - Utilizes progressive disciplinary measures when appropriate, with support from the HR Manager and/or CEO.
3. Staff Development
  - Ensures appropriate new staff training occurs:
    - Makes a “connection” with all new staff, introduces management team, pertinent team members.
    - Reviews overall training schedule, clarifies any location specific expectations (using the CHP FAQ sheet).
    - Ensures safety training is completed.
    - Assess effectiveness of training with trainee and trainer prior to employee working independently.
    - Devises plans for any supplemental and/or remedial training needed. Follows up accordingly.
    - Schedules new employees for NEO
  - Identifies developmental opportunities for staff members and schedules them.
  - Completes employee evaluation sessions in an effective, timely manner.
    - Discusses employee strengths, and areas for improvement, as well as future goals.
    - Supports employee in pursuit of future goals.

- Completes documentation and routes it to HR in a timely manner.
- 4. Fosters open communication: insures employees have information, input, and influence.
  - Openly listens to employee concerns and actively works to resolve them.
  - Communicates pertinent information to staff members in a timely manner.
    - Holds appropriate meetings.
    - Uses meeting time wisely.
    - Assesses meeting effectivity and efficiency. Makes changes accordingly.
  - Establishes and communicates team goals with respect to processes, outcomes and the metrics thereof.
  - Solicits feedback from team members in making changes, when appropriate.
- 5. Operations
  - Ensures scheduling is appropriate to provide best patient/client service possible while within the parameters of the labor budget.
  - Reviews, corrects, and verifies payroll.
  - Reviews and approves expense reports (including CE) according to policy.
  - Keeps supply costs at or below budgeted amount, in line with patient services.
  - Plans for future budgeting needs appropriately.
  - Prevents unnecessary loss of supplies/equipment through appropriate inventory and maintenance.
- 6. Safety/Risk management
  - Ensures all staff receives safety training and annual refresher.
  - Actively works to insure the workplace is safe, assessing safety concerns daily, making changes as needed.
  - Investigates all accidents and injuries properly, following gall required procedures and documenting as appropriate.
  - Maintains complete personnel records for all staff using objective language and descriptions.
  - Informs HR Manager immediately of any harassment, discrimination, work comp or disability issues.

## Skills and Attitudes

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, be organized, and be a self-starter.
6. Ability to be friendly, empathic, and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

## Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting			<b>X</b>
Standing	<b>X</b>		
Walking	<b>X</b>		
Speaking/Hearing			<b>X</b>
Seeing			<b>X</b>

Hand/Wrist Work (ie. Keyboarding)			<b>X</b>
Pushing/Pulling	<b>X</b>		
Fine Manipulation		<b>X</b>	
Grasping		<b>X</b>	
Reaching	<b>X</b>		
Bend	<b>X</b>		
Kneel	<b>X</b>		
Squat	<b>X</b>		
Climb	<b>X</b>		
Lift 1-10 lbs	<b>X</b>		
Lift 11-20 lbs	<b>X</b>		

The physical demands 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.

#### QUALIFICATIONS:

Education: Four (4) year degree in finance, accounting, economics, or related field.

#### Experience:

- Five (5) years of experience with financial system management, auditing, budget development and monitoring, and financial reporting, or related (existing CHP JD language: business operations, accounting, cost analysis and control).
- Four (4) years of management experience.
- Certified Public Accountant (CPA) preferred.
- Experience working in a healthcare financial environment preferred.
- Experience working with limited resource population preferred.

I have read the job description above and had any questions answered.

Name: \_\_\_\_\_

Date: \_\_\_\_\_