Open Door/BMH Health Center
Job Description

Title: Chief Financial Officer (CFO)
Department: Financial Services
Reporting Relationship: Chief Executive Officer
Authority: Accounting Assistants, Billing Manager, Billing Clerks, Collections, and MIS contracted individuals
Classification: Exempt

General Summary of Responsibilities: Acts as part of management team to determine financial objectives, develops annual budget, develops financial reports, analyzes and reports variances, develops/monitors internal control mechanisms, establishes billing procedures, develops computer protocols, organizes and maintains financial accounting system. Functions as Information Security Coordinator.

Typical Physical Demands: Requires sitting for long periods of time. Working in office environment. Some bending, stooping and stretching required. Requires ability to work under stressful conditions. Requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopier, telephone, calculator and other office equipment.

Typical Working Environment: Normal office environment. Occasional evening, weekend, or overnight work.

Privacy Category: Functions in the Administration Level. Those areas included in the Privacy Category are listed under Specific Duties/Responsibilities:

Specific Duties/Responsibilities:
- Develop the annual budget. Oversee operating budgets for specific programs/grants and exercises control to ensure expenditures do not exceed budgetary limits.
- Establish a centralized general ledger, accounts payable, accounts receivable, and payroll system.
- Ensure proper receiving, depositing and disbursing of all corporate funds and manage cash flow.
- Develops and maintains effective system of general accounting and cost determination.
- Maintains general ledger and all books of original entry using double entry, accrual, and fund accounting methods. Prepares monthly general and standard journal entries.
- Maintains and reviews cost center and appropriation accounts, including trial balances, to verify accuracy with coding, classifying and posting.
- Manages Accounts Receivable and collections/referrals.
- Reconciles all bank accounts monthly and reports findings to CEO or designee.
- Maintains internal control system for cash and other company assets.
Functions as Information Systems Administrator and Information Security Coordinator (see separated position descriptions).

Verifies and proves all computations, etc. on vendor invoices and matches with approved Purchase Orders.

Audit contracts, orders and vouchers before processing.

Ensures that all bills are paid after the approval of the CEO or designee.

Maintains petty cash system.

Assists independent and program auditors with interim and year-end audits.

Ensures that all federal, state and other governmental reports such as annual tax returns and ERISA reports are prepared and mailed in a timely fashion.

Arrange for the annual financial audits, and Federal Medicare and Medicaid cost reports.

Process payroll using employee time cards.

Prepares all payroll tax forms, returns, and deposits.

Ensures that all files of documents including contracts, leases insurance policies, grant notices, bonds, and related documents are maintained.

Prepares deposits of all income received into appropriate bank accounts.

Develops various financial management reports as needed.

Develop computer protocols to assure appropriate data collection for all grants and contracts.

Establish patient billing procedures for all clinic sites. Develop and implement procedures relative to patient accounts and reimbursements by patient, insurance and other third party payers.

Ensure accounting systems capture accounting information required by third party payers.

Train and manage assigned staff. Complete performance evaluations and recommend merit increases, promotions and disciplinary actions.

Responsible for the coordination of Finance Department with other Departments.

Keeps informed of all government regulations and procedures affecting corporate finance and accounting procedures.

Prepare and present performance and fiscal reports for Board and CEO approval.

Ensure that various fiscal deadlines are met and appropriate data are provided.

Participate in development of departmental objectives.

Assist in the preparation of appropriate sections of grant applications.

Serves as member of Senior Management Team.

Complies with all agency policies and procedures concerning corporate compliance including privacy of protected health information.

Performs related work as required and other duties as assigned by CEO.

Performance Requirements (Knowledge, Skills, and Abilities):

- Knowledge of advanced financial accounting, analysis and reports to design and modify an accounting system.
- Knowledge of automated accounting systems and governmental regulations.
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- Knowledge of reimbursement procedures to compile and allocate cost information to specific accounts.
- Knowledge of accounting practices, including accounts payable and receivable, and payroll.
- Knowledge of accounting theory, principles, and practices to identify and describe accounting systems and subsystems. (GAAP)
- Knowledge of budgeting and of accrual accounting principles.
- Knowledge of research techniques to analyze data and make recommendations.
- Knowledge of computer information systems to present financial information.
- Ability to analyze financial reports.
- Ability to prepare statistical and narrative accounting reports.
- Skill in budgeting and computer applications and use of 10 key calculator.
- Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives.
- Skill in establishing and maintaining effective working relationships with clinic staff, patients, medical staff and the public.
- Skill in identifying and resolving problems.
- Able to delegate responsibility and authority to staff.
- Able to work creatively with management and department staff to achieve objectives.
- Able to communicate effectively with all levels of management regarding fiscal policies.
- Ability to maintain confidentiality of financial, payroll, and personnel matters.
- Ability to perform mathematical computations and compute ratios and percentages.

Special Requirements:
- Possess understanding of individual’s socio-economic status and life-style with respect for individual differences.
- Able to function as a member of a multidisciplinary team.
- Able to interpret and implement rules, regulations, and guidelines from various funding sources.
- Maintains strictest confidentiality.
- Participate in professional development activities.
- Requires occasional travel.

Education: Bachelor’s degree in finance/accounting.

Experience: Three years of experience in accounting management. Prefer two years in a health care organization. Prefer experience with fund accounting, budgeting and grants management.

Alternative to Minimum Qualifications: Experience may be substituted for educational requirements with a minimum of seven years progressive work experience required.
The above job description has been explained to me by my supervisor, and I understand the contents and responsibilities. I have received a copy of my job description.

Signature:__________________________________________ Date:_______________

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