Position Description
Chief Financial Officer
Ohio North East Health Systems, Inc.

Employee:______________________________ Employment Date:_____________

Classification: Exempt, Salary

DATE: October 3, 2005 (revised January 3, 2007)

DEPARTMENT: Executive

TITLE: Chief Financial Officer

POSITION MISSION STATEMENT: To be an effective leader so that the responsibility of fiscally managing the organization’s finances is of the highest quality. Human endowments of self-awareness, conscious, creative imagination and independent-will shall help guide the CFO’s activities and decisions. Human aptitudes are to include: keen observational, problem-solving, communications skills, conscientiousness, timeliness and attention to details; respect and compassion for patients; and a commitment to continuous learning.

REPORTS TO: Chief Executive Officer

SUPERVISES: All fiscal and accounting staff.

EDUCATION/LICENSURE: A minimum Bachelor’s degree in accounting or finance. Also, continuing education in financial management and accounting will be desirable.

QUALIFICATIONS:

- Experience in a community health center environment or non-profit health facilities are also desirable. Knowledge of basic computer software program: Window’s based programs, Internet searches, Microsoft Word, PowerPoint, Excel.
- Ability to work in team settings where lines of authority and job delineations overlap.
- Must possess interpersonal skills necessary to effectively interact and promote exceptional service to our patients, families, physicians, fellow employees and volunteers by displaying attitudes and behaviors that reflect compassion, respect and dignity to everyone we serve.
EXPERIENCE: Five or more years of Leadership experience.

OTHER JOB REQUIREMENTS: Travel is required IE: Travels to other clinic sites for management and other assigned meetings. The CEO may from time-to-time assign the Chief Financial Officer to an ad hoc committee assignment for special projects. The Chief Financial Officer will maintain regular office hours at the assigned sites. In addition, the director will travel to various agencies for meetings, informational and educational purposes when appropriate and or assigned.

PHYSICAL REQ. The physical demands described here are representative of those that must be met by to perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, you may be required to perform or be exposed to the following:

KEY:
N-Never  O-Occasional (1%-33%)  F-Frequent (34%-66%)  C-Continuous (67%-100%)

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<th>HANDS</th>
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<td>Repetitive finger motions</td>
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<td>ARMS</td>
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<td>Reaching (above/below shoulders)</td>
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<td>BODY/TRUNK</td>
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<td>Bending/stooping</td>
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Chief Financial Officer Job Description 1/3/07
ENVIRONMENTAL WORKING CONDITIONS:
Risk of exposure to blood, tissue, body fluids and other hazards have been classified according to risk category:

1 (exposure likely)  2 (exposure possible)  3 (exposure is not likely)

<table>
<thead>
<tr>
<th>Category</th>
<th>1</th>
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<tbody>
<tr>
<td>Exposure to dust, workplace chemicals</td>
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<td>and fumes</td>
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<td>Unprotected Heights</td>
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<td>Noise Levels (Excessive)</td>
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<td>Electrical Hazards</td>
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<td>Irregular Surfaces</td>
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<td>Moving Objects</td>
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<td>Slippery Surfaces</td>
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<td>Sustained Positions</td>
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<td>Around Moving Machinery</td>
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<td>May require long periods of computer</td>
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<td>screen exposure</td>
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<td>Limited exposure to radiation</td>
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<tr>
<td>Exposure to bloodborne pathogens</td>
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<td>Exposure to workplace violence</td>
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<td>Driving (meetings, other sites)</td>
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<td>Potential exposure to sharp instruments</td>
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<tr>
<td>Exposure to body fluids/tissues</td>
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EQUIPMENT USED:

- Personal Computer
- Printer
- Telephone
- Paper Cutter
- Fax Machine
- Photocopier
- Office Furniture
- Postage Machine
- Paper Shredder

STANDARDS OF CUSTOMER EXCELLENCE:

Specific Activities:

1. **Commitment to Organizational Compliance**
   - Adheres to all organizational policies, procedures and processes.
   - Complies with all local, state and federal regulations and laws.
   - Reports all compliance concerns to the Site Director/immediate supervisor.

2. **Improving Organizational Performance**
   - Understands the mission of the organization and applies skills and knowledge to accomplish goals and objectives.
   - Understands job description and accomplishes tasks as indicated.
   - Participates with the management team to accomplish and further the goals of the ONE Health in its efforts to provide and promote health care to the medically uninsured and under-insured.
   - Actively participates in the continuous quality improvement program.
   - Actively participates in the Health Disparities Collaborative.

3. **Diversity & Cultural Competency**
   - Successfully completes annual competency training.
   - Knowledgeable of the diverse populations we serve and work with on a daily basis.
   - Understands the ultimate value of different ideas stemming from varied backgrounds, beliefs and cultures.
- Requires the ability to be culturally sensitive to patient and staff needs.
- Uses the understanding of diversity to improve our service to others.
- Knowledgeable of process for language interpretation.

4. HIPPA, Privacy & Confidentiality
- Successfully completes annual competency training and testing.
- Requires the ability to handle telephone and personal contacts with the public in a personal and confidential manner.
- Safeguards confidentiality of the medical charts/records and complies with all local, state, and federal laws pertaining to retrieval, storage and sharing of medical records.
- Respects and adheres to confidentiality of patient health information (PHI). Ensures that minimum necessary protected PHI is used only for purposes identified or as required by law and not further disclosed without patient authorization.
- Maintains confidentiality and protected health information according to ONE Health standards.
- Reports all violations of privacy, confidentiality or HIPAA regulations to Site Director/immediate supervisor.
- Reports all violations of computer security to the Site Director/immediate supervisor.

5. Computer Security Safeguards & Use of Email
- Successfully completes annual competency training (self-study module) and testing.
- Computer systems are used to perform job functions and not for personal activities.
- Reports all computer problems immediately to Site Director/immediate supervisor.
- All company owned equipment/electronic devices must be secured with passwords which must registered with the Administrative Assistant. Any password changes must be immediately reported to the Administrative Assistant.
- Complies with all computer Security Policies.

6. Workplace Standards
- Successfully completes annual competency training.
- Requires the ability to work in a respectful, cooperative and courteous manner with co-workers, patients and supervisors.
- Demonstrates dependability through good attendance and punctuality.
- Consistently presents a neat, clean professional appearance in dress and work station.
- Gains cooperation from others; is an effective team member; works effectively with others.
- Adheres to rules and regulations pertaining to employment policies and procedures such as leaves of absence, workers’ compensation, benefits, dress code, time collection, etc.

7. Training & Development
- Attends all training as required.
• Ensures annual competency requirements are completed, documented and forwarded to Administrative Assistant (TB test or symptom assessment, CPR, tests, etc).
• Forwards copy of current license, certification or registration to Administrative Assistant on or prior to the expiration date.
• Requires flexibility to multi-task and work in a fast-paced office environment.
• Is up to date with all continuing education as per licensing requirements and forwards copy of completion to Administrative Assistant on or prior to the expiration date.

8. Safety & Risk Management
• Successfully completes OSHA and safety refresher training.
• Successfully completes Blood borne pathogens training.
• Adheres to all ONE Health safety regulations.
• Reports any unsafe environmental issues or behaviors to the Site Administrative Director/Supervisor immediately.
• Adheres to all ONE Health safety regulations (IE: Monitors work area for safety and promptly reports unsafe conditions to immediate supervisor).
• Annual TB test/assessment documentation if previous positive TB test results is completed and submitted to HR by review date.

9. Customer Service
• Is consistently helpful, pleasant, and thoughtful to others in person and on the phone. Smiles when greeting others.
• Communications reflect the appropriate level of concern and respect for the situation.
• Use standard greeting when answering phone: ‘_____ Community Health Center, This is NAME. How may I help you?’
• Ends all encounters/interactions with others with a sincere ‘Thank You’, ensuring all questions have been answered.
• Displays customer service attitude at all times.
• Practices active listening skills; has patience to hear people out.
• Works effectively under pressure; is able to handle stressful situations in a professional and cooperative manner.
• Is actively involved in Continuous Quality Improvement efforts designed to improve patient outcomes.

**KEY RESULT AREA** | **TIME UTILIZATION**
---|---
1. Accounting Department Leadership | 15% 
2. Fiscal Operations Oversight | 30% 
3. Planning | 30% 
4. Executive Management Team Support & Contribution | 15% 
5. Attend assigned meetings | 10% 
---|---
**100%**
KEY RESULT AREA
1. Accounting Department Leadership

OBJECTIVES/ACTIVITIES

a. Recruits and hires direct reports to meet the needs of the accounting department and the corporation.
b. Coaches, develops and serves as a resource to direct reports.
c. Oversees the development and maintenance of job descriptions for direct reports.
d. Meets quarterly with direct reports to review performance and provide feedback.
e. Works with each direct report to establish personal development goals and serves as a resource in meeting these goals.

KEY RESULT AREA
2. Fiscal Operations oversight.

OBJECTIVES/ACTIVITIES

a. Plan, develop, organize, implement, direct and evaluate the organization’s fiscal function and performance.
b. Establish and maintain financial records systems in accordance with generally accepted auditing standards and accounting principles.
c. Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
d. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
e. Provide technical financial advice and knowledge to others within the financial discipline.
f. Provide strategic financial input and leadership on decision-making issues affecting the organization; for example, evaluate potential alliances acquisitions and/or mergers and pension funds and investments.
g. Manage all aspects of finance operations, including general accounting; monitoring of billing and accounts receivable reports; purchasing and fiscal analysis; and budgeting.
h. Oversights all accounts payables and payroll.
i. Prepares and completes Medicare and Medicaid cost reports according to report deadlines.
j. Maintains and continuously refines internal control system.
k. Maintains Inventory control.
l. Participates in new employee orientation. I.e. explanation of benefits package, completion of proper forms for taxation, etc.
m. Performs other job-related duties as assigned.
n. Oversights and enforces all purchasing rules and regulations.
o. Completes all financial reports and other required reports according to report deadlines.

KEY RESULT AREA
3. Planning

OBJECTIVES/ACTIVITIES
   a. Assists CEO with planning process for new and on-going financial projects.
   b. Assists CEO in budgetary planning.
   c. Assists CEO in contract negotiations.
   d. Assists CEO in general operational financing.
   e. Works with Executive Management team to establish long-range goals, strategies, plans and policies.

KEY RESULT AREA
4. Executive Management Team Support & Contribution

OBJECTIVES/ACTIVITIES
   a. Attends, contributes and supports the executive management team to accomplish the mission of the organization.
   b. Reports progress of departmental activities to the executive management team.
   c. Provides suggestions and technical support to the executive management team familiar to the development officer.
   d. Makes efforts to expand knowledge and acquire skills through continuing education sessions, reading and participating in internal didactic sessions.

KEY RESULT AREA
5. Attends assigned meetings.

OBJECTIVES/ACTIVITIES
   a. Attends meetings assigned by the CEO or those self assigned. The meetings are generally those that will support the Director in his/her endeavors to delivery the best possible health care to the organization’s patients.
   b. Attends Board of Directors meeting and presents pertinent financial report(s).
   c. Attends and advises the Board of Director’s Finance Committee meeting. The CFO will be responsible for organizing, preparing and submitting pertinent information to the Finance Committee.
   d. Engages in continuous learning by seeking out new information to improve upon existing knowledge base in regards to role in a community health center environment.
   e. Actively engages in Center activities, attends meetings and promotes Center Goals and Objectives

Work hours: Full-time, exempt salary position. Generally a 40-hour work week is required as a minimum; hours are subject to change. Office hours vary by site, but are
usually 8:30am to 5:00pm Monday through Friday. Some Saturdays and after business hours work may be required. Assigned meetings and travel are a part of the position.

**Wages:** Starting wages for the Chief Financial Officer will be negotiable based on ONE Health Systems pay policies and factors such as education and experience.

**Introductory Period:** 90 calendar days. The successful completion of the introductory period does not alter the at-will employment status.

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**Employee Acknowledgement**

*This document describes the general requirements to successfully perform this position. It is not intended to be an exhaustive list of responsibilities, duties and skills. ONE Health reserves the right to modify, add or remove responsibilities of the position at any time. By signing below, I acknowledge that I understand the physical, educational and professional responsibilities of the position and am able to meet the requirements, with or without reasonable accommodation. I will notify ONE Health if at any time I become unable to perform the duties described above.*

__________________________________  __________________
Employee Signature                          Date

__________________________________  __________________
Supervisor Signature                       Date

**NOTE:** Signed original is to be kept in personnel file. Employee is to be given copy.