



VALLEY HEALTH TEAM

LIVE BETTER. VIVE MEJOR.

JOB DESCRIPTION

POSITION: CHIEF FINANCE OFFICER
REPORTS TO: CHIEF EXECUTIVE OFFICER
POSITIONS SUPERVISED: VP OF FINANCE, DIRECTOR OF REVENUE CYCLE, FINANCIAL ANALYST
CLASS: REGULAR
CAT: FULL-TIME
EXEMPT

BASIC FUNCTIONS:

The Chief Financial Officer (CFO) is responsible for the overall financial management of the organization, including all financial reporting, internal and external. The CFO provides management support to the Chief Executive Officer (CEO) and the Board of Directors. The CFO is responsible for all financial operations, including financial audits and budgets.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership necessary to achieve the fiscal reporting standards established by the Board of Directors.
2. Develop, oversee, and execute strategies for securing financial resources; including support and monitoring of grants, their party financing and fundraising activities.
3. Effectively communicate the financial condition of the organization to internal and external parties as appropriate.
4. Establish and foster strong working relationships with employees, management, vendors, auditors, and others.
5. Oversee the recruitment, retention, supervision, management and training of finance employees in accordance with Board established policies and current laws and regulations.
6. Present a recommended annual budget to the CEO and Board of Directors for approval.
7. Direct the organization's financial operations within legal limits, budgetary guidelines and organizational goals; report budgeting concerns to CEO for possible revision.
8. Work collaboratively with the CEO, Chief Operations Officer, and Chief Information Officer to maximize the operational and fiscal efficiency of the organization.
9. Ensure compliance with requirements established by the organization's federal, state and local taxing authorities, regulatory agencies, funding sources, and grantors.
10. Develop, implement, monitor and update accounting and operational policies, procedures and processes to ensure an organized, efficient and compliant Finance and Billing Departments.

CEO Approved:

Date:

11. Monitor all business insurance coverage to ensure continuous and adequate coverage at competitive rates. Support the CEO in all risk management activities including but not limited to the development of risk management policies and procedures and oversight.
12. Develop, supervise and coordinate all efforts to obtain maximum third party reimbursements; including capitated financial arrangements, incentive payments, and Medicaid/Medicare Prospective Payment agreements.
13. Oversee all payroll functions of the company.
14. Monitor accounts receivable activity and balances to ensure timely collections procedures and accurate financial reporting.
15. Oversee all activities of the billing department.
16. Coordinate and manage the annual independent audit process which includes the financial audit, single audit, preparation of IRS Form 990.
17. Act as the Fiduciary agent or trustee to ensure the organization's 401K plan is managed in accordance with all applicable laws and regulations to maximize employee access and benefit while minimizing maintenance cost to the organization.
18. Attend Audit Committee and Board of Directors Meetings.
19. Monitor and Manage the organization's compliance with the Board established procurement policy and ensure maintenance of all purchasing files as required.
20. Monitor and direct all departments as needed to maintain strict compliance with the OMB Uniform Grant Guidance requirements for federal grantees, including but not limited to the areas of procurement, time and effort reporting, and debarment/exclusions management.
21. Ensure the effective functioning of an appropriate system of Internal Controls to maximize reporting accuracy and minimize the risk of losses to the organization.
22. Prepare and/or review the budgetary portions of all grant applications submitted by the organization.
23. Monitor financial trends of the organization and prepare future projections; ensuring appropriate communication of unexpected results with the entire executive management team for planning purposes.
24. Prepare appropriate financial analyses of new projects, lines of service additions or deletions, vendor agreements, grant proposals, and any other business activities as requested by the CEO and/or Board of Directors.
25. Work as an effective member of the executive management team to ensure all areas of the organization or working together towards common goals.
26. Oversee company's internal pharmacy and 340B contract pharmacy with related compliance.
27. Prepare or oversee of FQHC Medicare cost report (multiple reports).
28. Prepare or oversee of DHCS Annual PPS Reconciliations (multiple sites).
29. Prepare or oversee of financial tables for annual OSHPD report (multiple sites).

30. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
31. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
32. Practice CICARE phone etiquette during all phone interactions. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
33. Respect privacy and dignity of our patients, family members, visitors and co-workers.
34. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
35. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
36. Engage as a member of the care team caring for individuals in the community
37. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
38. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
39. Perform all other duties and responsibilities assigned by the CEO.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Finance or Accounting. MBA or CPA preferred.
2. Minimum of seven (7) years' experience working as a Controller and/or Chief Financial Officer.
3. Board certification is highly desirable.
4. Ability to exercise discretion and independent judgment with respect to significant matters
5. Strong project management, organization, communication (written and oral), time management, analytical and customer service skills
6. Familiar with current and emerging Finance technologies
7. Ability to work under pressure and high stress, maintain personal composure
8. Modern office practices and procedures (including email)
9. Must show professionalism at all times especially when working with patients
10. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage.
11. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

TYPICAL WORKING CONDITIONS: The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

TYPICAL PHYSICAL DEMANDS: Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Employee's Signature

Date