



Heart of Ohio Family Health Centers
Job Description
Chief Financial Officer

Summary: This position leads the Organization in the following manner:

- Plans, directs, and coordinates the accounting, investing, banking, insurance, securities, and other financial activities for the Organization consistent with the directives and policies.
- Responsible for contributing to strategic leadership for the company by working with the executive management team to establish long-range goals, strategies, plans and policies.
- Advises, guides, and provides financial data for the Chief Executive Officer, Board of Directors and subcommittees, senior management and other managers.

Reports to: Chief Executive Officer

Manages: Accounting, Billing and Revenue Cycle

Dress Requirement: Business casual in accordance to Heart of Ohio Family Health Center's dress code policy.

Work Schedule: Monday through Friday during standard business hours. Times are subject to change due to business necessity.

Exempt

Non-Exempt

Job Duties: These duties are considered essential to the successful performance of this position:

- ✓ Plan, develop, organize, implement, direct and evaluate the Organization's fiscal function and performance
- ✓ Facilitates and drives financial performance excellence and excellence in financial services functions
- ✓ Continually maintains credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO, Board of Directors, and others in performing their responsibilities
- ✓ Optimize bank and deposit relationships and initiate appropriate strategies to enhance cash position
- ✓ Maintain a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs

- ✓ Evaluates and advises on the impact of long-range planning, introduction of new programs / strategies and regulatory action
- ✓ Contributes strategic financial input and leadership in decision-making on issues affecting the Organization
- ✓ Be an advisor for the financial perspective on any contracts for which the Organization may enter
- ✓ Provide technical financial advice and knowledge to staff and others within the financial discipline
- ✓ Attend Finance Board Sub-committee meetings as well as the Board meetings to answer questions and advise
- ✓ Responsible for correct and timely filing of:
 - Financial Status Report (FSR)
 - Uniform Data System (UDS)
 - Non-competing Renewal Application Finance Budget
 - All other grant reporting as required
 - All other federal, state and local government or grantor reporting
 (Note that more information will deal with quality of care performance and it is understood that close coordination will be required with the CMO to produce many of the filings)
- ✓ Leads and is responsible for negotiations with payors that impacts program services income; to include, but not limited to:
 - Medicaid
 - Medicare
 - Commercial Insurance Carriers
- ✓ Adhere to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- ✓ Other duties as assigned (non-essential)

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ Bachelor's degree (preferred Master's) in Accounting, Finance or equivalent
- ✓ Minimum of 2-5 years of accounting experience in a non-profit setting or health care industry, preferably in an FQHC environment
- ✓ Ability to manage and generate revenue in the health care industry
- ✓ Skilled at Excel, QuickBooks Pro 2008, Windows, and other Microsoft Office programs
- ✓ Strong familiarity with Revenue Cycle systems and integration of such systems with EHR applications
- ✓ High ethical standard and appropriate professional image
- ✓ Excellent negotiator, analytical ability, decisive individual
- ✓ Well versed in systems and organization
- ✓ Energetic, forward-thinking and creative who possesses a big picture perspective
- ✓ Sound technical skills, good judgment and strong operational focus
- ✓ Ability to communicate (orally and in writing) in a professional manner relating to people at all levels
- ✓ Must possess interpersonal skill set
- ✓ Ability to work as a team player

- ✓ Good educator who is trustworthy and willing to share information and serve as a mentor to direct reports and others within the organization
 - ✓ Ability to work harmoniously with other employees and business associates
 - ✓ Ability to maintain an established work schedule to ensure dependability, accuracy of work quality, and a harmonious, consistent work environment
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Facility Environment:

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd., Columbus, Ohio 43224. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant. This position's primary work area is in the business offices.