



Chief Financial Officer Job Description

Strategy, Planning, and Management

- Reporting to the Director, act as Chief Financial Officer, serving as a member of the Executive Leadership Team and strategic business partner.
- Assess and evaluate the financial performance of the organization with regard to long-term operational goals, budgets and forecasts.
- Identify, acquire, implement and maintain systems and software to provide critical financial and operational information.
- Identify opportunities for automating processes and increasing efficiency.
- Communicate, engage and interact with the Board of Directors, Director, and other members of the Executive Leadership Team.
- Create and establish yearly financial objectives that align with the organization's plan for growth and expansion.
- Select and engage auditors and consultants as necessary.
- Recruit, interview, hire and manage accounting, business office, and other staff as required.
- Participate in pivotal decisions as they relate to strategic initiatives and operational models.
- Implement policies, procedures, and processes as deemed appropriate by the Director.
- Stay abreast of local, state, national, and international news and trends that may impact organization's financial operation.

Financial Analysis, Budgeting and Forecasting

- Oversee preparation of monthly financial reports, including monthly statement of activities and budget vs actual by divisions.
- Oversee preparation of cash flow projections.
- Review and analyze monthly financial results and provide recommendations.
- Identify, develop and execute analysis of business initiatives and/or new service offerings, as appropriate.
- Oversee cost analysis of organization activities.
- Develop and maintain monthly and annual operating budget.

- Manage financial planning and supervise creation of reports, utilizing appropriate software and tools for budgeting and reporting.

Accounting, General Ledger, Administration and Operations

- Supervise the accounting, business, and billing departments to ensure the proper functioning of all systems, databases and financial software. Ensure regular maintenance and backups of systems and data is performed.
- Supervise staff and ensure application of appropriate internal controls.
- Hire, develop, mentor, and manage accounting, business, and billing office staff.
- Perform effective performance evaluations of direct reports in a timely manner.
- Identify and ensure proper staffing to accomplish organization's financial management.
- Ensure timeliness and accuracy of financial and management reporting for federal and state funders, foundations, patients, third-party payors, donors, organization's Board of Directors, faculty, and staff.
- Oversee the preparation and communication of monthly and annual financial statements.
- Review all month-end closing activities including general ledger accounts, balance sheet and statement of activities, financial accounts reconciliations, and cost allocation.
- Oversee the preparation and timely filing of all local, state, and federal tax returns, and other required reporting.
- Work with Human Resources and Billing Office to ensure appropriate legal compliance.
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
- Ensure cost analysis meets needs of the organization, including reporting and cost of operations in various divisions.
- Oversee the preparation of monthly and annual financial statements.
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Serve as a key point of contact for external auditors and oversee external audits.
- Coordinate and strategize methods used to attain team goals.

Financial Management

- Oversee cash flow planning process and ensure funds availability.
- Oversee cash, investments, and asset management area.
- Oversee daily cash management and accounts payable operations.
- Sign checks, authorize wires and ACH transactions.

- Serve as organization's designated signing official on financial documents.
- Oversee effective operation of organization's billing department, ensuring quality service to patients and collaborators, optimal reimbursement, and compliance with all appropriate laws and regulations.
- Explore new investment opportunities and provide recommendations on potential returns and risks.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organizations' plans and operating budgets.
- Conduct ongoing surveillance of risk areas and ensure organization and its assets are appropriately protected by insurance products, including but not limited to general liability, workers' compensation, professional liability and directors' and officers' liability coverages.

Financial Relations and Policies

- Engage Board finance committee and/or Board of Directors to develop short-term and long-term plans, projections, and budgets.
- Oversee preparations of documents for Board finance committee meetings.
- Represent organization to banks, financial partners, institutions, auditors, and officials.
- Remain current on audit best practices as well as local, state, and federal laws regarding organization operations.

Chief Financial Officer (CFO) Position Requirements

- Bachelor's Degree in Accounting or Finance
- Maintenance of CPA license
- 10 years accounting or finance experience
- Outstanding knowledge of GAAP and cost accounting
- Non-profit and endowment experience preferred
- Outstanding communication and presentation skills
- Demonstrated leadership ability, confidence, and executive presence
- Significant experience working with external auditors, internal controls, and compliance-related issues