

## **Northwest Colorado Health**

### **Chief Financial Officer**

#### **General Statement of Duties:**

An exempt position which directs overall agency financial matters including budget analysis, maintenance of government contracts and management of agency finances.

#### **Supervision Received:**

Reports to the Chief Executive Officer.

#### **Supervision Exercised:**

Directly supervises the Billing Manager and Controller. Indirectly oversees accounting and billing teams.

#### **Essential Functions:**

1. Be a trusted member of the Executive Team
  - a. Participate in the creation and contribute to the execution of the strategic plan.
  - b. Lead by example by promoting alignment and accountability throughout the organization.
  - c. Provide expertise in agency dealings, partnerships, advocacy, use of capital resources, and overall financial wellbeing.
  - d. Support the best employee experience through supporting decisions on executive level work of staff benefits and experience.
2. Provide insight and evaluation of Agency programs, opportunities and challenges
  - a. Provide input to CEO and Board level decisions.
  - b. Work with Leadership Team to increase team knowledge on department finances and identify opportunities for improvement.
  - c. Provide financial analysis that supports continuous improvement, program development, and data driven decision making.
  - d. Work as an advisor to Management Team in new revenue opportunities and strategies.
3. Oversee internal financial functions and assist staff with financial management.
  - a. Oversee internal financial statements and reporting, including board reporting preparation and presentation, and management reports.
  - b. Prepares the annual budget for Agency ; generates, analyzes, and presents monthly financial statements, cash flow statements, and ongoing financial analysis to the Finance committee and Board of Directors.
  - c. Lead finance committee meetings and Finance Team meetings.
  - d. Ensure resources of the organization are used for intended purposes and in accordance to state and federal regulations.
  - e. Oversees the organization's financial accounting systems and functions maintaining strong internal controls, in full compliance with generally accepted accounting principles (GAAP).
4. Ensures adherence to external financial reporting and obligations.

- a. Ensure that revenues, grants, and contributions are used for intended purpose and in compliance with federal/state regulations
  - b. Lead all financial audits, cost reports, tax filings, government filings, revenue and expense contracting, and all other financial dealings of the agency as assigned.
  - c. Act as co-signor on bank accounts as assigned and appropriately adhere to all policies and procedures for use of funds.
5. Lead the Finance Team to timely and effective execution of all financial, billing, and accounting functions.
  - a. Coach and develop direct teams to deliver on their responsibilities, using strategic plan to prioritize work.
  - b. Lead team communications and disseminate and support agency communications.
  - c. Lead a team culture representative of Agency mission and values
  - d. Lead the team to create and execute an annual plan the is measurable and attainable, in support of the strategic plan.

*This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education:**

Bachelors Degree in finance or accounting required. MBA or CPA preferred.

**Experience:**

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities required of the position. Five years of Community Health, Medicaid, Medicare or other healthcare experience preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling a combined coverage of at least \$300,000 and valid Colorado driver's license.

**Skills:**

1. General office/organizational skills.
2. Strong communication and interpersonal skills.
3. Advanced computer skills for communication, presentation and research.

**Knowledge:**

1. Knowledge of general office procedures.
2. Knowledge of current computer technology and ability to use or learn a variety of application software programs.
3. Knowledgeable and skilled in community outreach and communication principles and practices.
4. Knowledge of general accounting practices, budget preparation, financial reporting.

**Abilities:**

1. Ability to maintain confidentiality.

2. Ability to establish and maintain effective working relationships with co-workers, supervisor, general public and industry peers and public officials.
3. Ability to work in stressful situations sometimes brought about by unexpected emergencies.
4. Ability to speak in front of large groups.
5. Ability to work under minimal supervision and to exercise independent judgment and high degree of initiative within established procedures.
6. Ability to remain versatile and flexible while simultaneously managing multiple tasks and people in a busy office.
7. Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
8. Ability to exercise considerable tact, courtesy, and discretion in frequent contact with public officials at various levels of authority and influence.
9. Ability to assist others during critical time constraints to meet deadlines.
10. Ability to read and interpret a variety of complex rules, regulations, and other materials.
11. Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
12. Ability to translate technical and quantitative concepts into plain language.

**Equipment:**

1. Daily use of telephone, copier/other office equipment, computer and cell phone.

**Working Conditions:**

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date, I have received the above job description for my present position.

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_