

## **CHIEF FINANCIAL OFFICER JOB DESCRIPTION**

### **POSITION: Chief Financial Officer**

*Position Reports to the Trinity Family Health Chief Executive Officer*

**JOB SUMMARY:** The Chief Financial Officer (CFO) administers, implements and directs all financial aspects of Trinity Family Health in accordance with the policies of the Board of Directors, the CEO, and funding agencies. The CFO will serve as a key advisor to the Trinity Family Health Board in financial management strategy and care operations. Position develops and oversees management of financial policies, systems and controls that protect Trinity Family Health assets. Oversees the development and analysis of annual, short and long-range financial position and makes recommendations regarding the ongoing organization, integration and effectiveness of the financial function. Participates in and monitors the implementation of the organization's managed care strategies and negotiations with payers. Educates and assists the Trinity Family Health senior management in ensuring compliance with internal policies and external standards and in incorporating financial considerations in all analyses and decisions. Ensures quality financial analysis and support in the identification and evaluation of affiliations, mergers, acquisitions and partnerships consistent with the business plans, goals and objectives of the Trinity Family Health. The position is a full-time 40 hour per week position that requires some in-state travel.

### **DUTIES AND RESPONSIBILITIES:**

- Assist the CEO in formulating the annual budget and prepares the budget for Board review and approval.
- Implements, directs and evaluates the effectiveness of administrative management necessary to carry out the center's program(s) as described in the corporate health care plan, business plan and grant proposal.
- Drafts and carries out the business plan for Trinity Family Health.
- Ensures the health center is in compliance with all Generally Accepted Accounting Principals and all federal and state guidelines.
- Oversees the billing department, including Medicare, Medicaid, and private insurance payments, patient accounts, patient contracts, and third-party billing administrators.
- Implements an effective system of financial management and control to ensure that quality healthcare service is being rendered in a cost-effective manner; ensures that funds, personnel equipment/supplies are utilized effectively in carrying out corporate policies and program plans in conjunction with the CEO and C-suite staff.
- Submits timely and accurate reports and forms to funding agencies, IRS, and others as required.
- Performs other duties, which may be assigned by the Board of Directors or CEO.

### **REQUIREMENTS:**

- This position requires a high degree of health administration knowledge, initiative originality, diplomacy, visibility, and the exercise of sound and responsible judgment.
- Must have thorough working knowledge of federal, state, and local regulations governing the operation of a health care facility.
- Must have knowledge of Medicare, Medicaid, and private insurance billing and reimbursement.

- Prefer minimum of Bachelor's Degree in Accounting or Business and financial experience.