



JOB DESCRIPTION

Chief Financial Officer

GENERAL SUMMARY OF DUTIES

The Chief Financial Officer (CFO) is responsible for the overall financial operations including budgeting, reporting and financial analysis. The CFO reports to the Chief Executive Officer and coordinates all financial matters within the accounting office. Additionally, the CFO works extensively with those individuals, within the organization, responsible for the overall budget, accounting, finance, capital expenditure and treasurer functions. This position requires a team player, committed to serving as a strategic member of the upper management team.

SUPERVISORY RESPONSIBILITIES

All staff in assigned areas of responsibility.

MAJOR RESPONSIBILITIES/TASKS

- Develops/implements sound financial practices/procedures for all areas of financial operations, accounts receivable/payable, payroll, new hires, purchasing, capital assets and other subsidiary accounts.
- Educates appropriate staff regarding practices, procedures, and monitors for compliance.
- Maintains the highest integrity of financial statements.
- Establishes internal controls to monitor and ensure compliance.
- Develops and reviews the accounting for the high risk areas, especially the areas which require significant judgment (i.e. allowance for doubtful accounts, contractual adjustments and month-end accruals).
- Performs financial reporting and analysis. Develops and populates practice information reports.
- Prepares related reports and oversees physician income distribution in accordance with Physician Compensation Model (PCM) or other contractual relationships.
- Prepares annual budget package and presents plan to the Executive Director.
- Recommends preferred course of action to Executive Director and others regarding preferred strategies and terms.
- Analyzes financial operations of physician practices as well as associated ancillary departments, including laboratory/x-ray.
- Implements a budget process; oversees materials management/purchasing function; generates annual budgets and measures and reports against budget.
- Develops, implements, and maintains accounting policies and procedures regarding patient accounts and reimbursement by patient, insurance, and other third party reimbursers.
- Prepares for and assists in the annual financial records of the organization by an accounting firm.
- Closes monthly financial records according to generally accepted accounting principles, which include preparing journal entries, reconciling accounting, and functioning as the primary accountant.
- Prepares monthly spending activity, prepares financial pro-formas and conducts financial analyses and other ad hoc requests as required.

EDUCATION

Bachelor's Degree in Accounting and Master's Degree in Business Administration.

EXPERIENCE

Minimum of five years accounting experience with financial performance and forecasting. Must possess Big 4 accounting firm professional background.

PERFORMANCE REQUIREMENTS

❖ Skills

- Proficiency in accounting computer applications: Paychex, QuickBooks, ADP, Peachtree, Intuit, and Microsoft Excel.
- Accounting reporting and presentation skills and experience.

