



KLAMATH HEALTH
PARTNERSHIP

JOB DESCRIPTION

POSITION TITLE:	Chief Financial Officer		
DEPARTMENT:	Finance		
REPORTS TO:	Chief Executive Officer		
FLSA:	Exempt	PTO TIER:	III
EEO:	Executive/Senior Level Officials	JOB ROLE:	Leader
DIRECT REPORTS:	Controller / Billing Manager		

POSITION SUMMARY:

The Chief Financial Officer ensures that all financial, compliance, technology, project management, and facilities functions of the organization are carried out effectively and in accordance with all applicable laws, regulations, and guidelines. Responsible for the management and effective development of all accounting functions, financial planning, and revenue cycle, compilation of monthly financial reports, and oversees the annual audit. Manages the controller, and billing manager.

CORE JOB RESPONSIBILITIES:

Strategic Planning

- Participates with the Executive Management Team in the overall planning and development of the organization.
- Attends monthly meetings of the Board of Directors, and leads discussions with the Board over financial results, fiscal health, and financial impact of strategic directions and outside influences.
- Serves as liaison with the Finance Committee of the Board.

Financial/Fiscal Management and Planning

- Ensures that the financial management of the organization is efficient and in compliance with applicable policies, procedures, rules, and regulations, including the maintenance of adequate internal controls.
- Provides financial planning for growth and expansion. Provides financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary.
- Assures that financial plans support organizational goals.

- Ensures accuracy of accounts payable, cash disbursement, invoicing/billing, customer credits and collections, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting.
- Leads the development and preparation of annual organizational operating budget for submittal and approval by the Board of Directors or external funding agencies.
- Oversees annual financial statement audit and organizational compliance with all relevant federal guidelines including OMB circulars.

Financial Management

- Develop and/or participate in annual budgeting process.
- Review monthly financial reports for respective departments.
- Notify Finance of misclassified expenses based on review of financial reports.
- Approve purchase orders and check requests.
- Complete monthly credit card reconciliation if appropriate.
- Maintain expenditures within budget.

Contracting and Vendor Management

- Manages the portfolio of payer contracts to optimize organization revenue, margin and growth.
- Manages relationships with all outside providers of financial services, including banking, investing, insurance, and lending.
- Reviews Klamath Health Partnership's business relationships and ensure that all contracts, agreements and other arrangements with business partners comply with security policies and procedures and the Security Rule's standards, implementation specifications, and other requirements, and that the appropriate Business Associate Contracts and Other Arrangements are in place.

People Management

- Manage performance of the team, conduct monthly meetups and provide real-time and consistent coaching with all direct reports.
- Ensure accountability of team, including but not limited to adherence with policies, procedures, guidelines, workflows, etc., addressing attendance, performance, and behavior concerns including corrective action if necessary.
- Consult with Human Resources to support employee relations, performance achievement, training, employee engagement, etc.
- Hold consistent and timely team meetings to communicate organization, site, and/or department information, changes, initiatives, etc.
- Obtain leadership approval and manage all recruitment and hiring for team. Provide oversight and support for recruitment/hiring of openings supervised by direct reports.
- Effectively monitor onboarding of new hires, ensure on-going training and development for all staff.
- Manage time off requests and approve timecards for direct reports or as delegated, and monitor to ensure staff takes required breaks and lunches.

SUPPORTING JOB RESPONSIBILITIES:

- Performs periodic internal financial and internal control audits; Participates in Quality Assurance activities as requested; Monitors the financial compliance of grants; monitors the administration of the payroll function and supports audit of Human Resources application of benefits related to payroll.
- Comply with all policies, procedures, guidelines, and workflows.
- Perform safe work practices to protect the health and safety of employees and patients per OSHA regulation.
- Protect individually identifiable health information per HIPAA regulation.
- Complete all required compliance training within the established timeline.
- Utilize the incident reporting system as needed.

COMPETENCIES:

Accountability: Takes ownership for delivering on commitments; owns mistakes and uses them as opportunities for learning and development; openly discusses his/her actions and their consequences both good and bad; has an ability to identify strengths and developmental opportunities and leverages insight to adjust and improve their effectiveness; courage to have the difficult conversations.

Communicating Effectively: Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.

Customer Focus: Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.

Decision Making/Judgment: Approaches problems and decisions methodically and objectively; involves others as needed; uses sound judgment in making decisions and understanding the impact to themselves, customers, their team, and the organization; conducts the appropriate analysis to identify the symptoms and root cause of issues; makes timely decisions.

Developing Talent: Values the difference that each employee makes and connects their role to organizational and team success. Provides direction and guidance in team and collaborative settings. Provides timely guidance and feedback to help others strengthen specific knowledge and develop skill areas to accomplish tasks or solve problems.

Leading Change: Challenges the status quo; encourages people to question existing methods, practices, and assumptions; supports people in their efforts to try new things; embraces change; maintains a constant focus on efforts to improve performance, quality and efficiency of work processes.

Managing for Results: Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results.

Results Orientation: Is focused on outcomes and accomplishments; follows through on commitments; can be counted upon to successfully execute on goals; motivated by achievement

and a need for closure; has an attention to detail and is both efficient and effective in achieving a high level of measurable outcomes; persists in achieving goals despite obstacles.

Supporting Klamath Health Partnership's Mission: Actively supports Klamath Health Partnership's mission and values; uses individual skills to add value to the mission; aligns actions around organizational goals; gives priority to organizational mission and value when making decisions.

QUALIFICATIONS:

Work Experience: Five years of experience in a senior financial management position in a healthcare-related setting. Three years or more of financial accounting experience at a not for profit 501(c)(3) business. A minimum of three years of healthcare compliance experience preferred. A minimum of five years of people management experience. A minimum of two years of experience apply grant funding to specific programs and grant management/reporting.

Education, certification, and licensure: Bachelor's degree in accounting, finance, or related field. CPA License / Master's degree preferred.

Skills & Knowledge: Must demonstrate a strong knowledge of process improvement and facilitation, excellent communication and problem-solving skills, and have a 'team' concept attitude. Must be able to calculate figures and amounts for all bookkeeping, budgets, statistical analysis and probability statements. Thorough knowledge of and the ability to apply Generally Accepted Accounting Principles (GAAP). Knowledge of applicable federal and state privacy laws, including the Privacy Rule, privacy accreditation and licensure standards relating to health care and Health Center's information and privacy practices. Familiarity with advancements in information privacy strategies and technologies to ensure practice adaptation and compliance. Experience in health information access controls, release of health information, and health information release control strategies and technologies. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Thorough knowledge of the healthcare business environment. Knowledge of network environments and ability to work with a variety of software applications. Ability to respond effectively to the most sensitive inquiries and complaints. Effective and persuasive presentation skills on controversial or complex topics to top management and/or board of directors.