



Job Description

Chief Financial Officer

Basic Functions

Responsible for the completion of all duties relative to the financial operation of RHMPI, including fiscal management, budgeting, accounts payable management, accounts receivable management, grants management, as well as the development and implementation of policies and procedures that ensure federal, state, and GAAP compliance, protection of all RHMPI financial assets, and ensuring the fiscal soundness of RHMPI.

Reporting Relationship

Reports directly to the Chief Executive Officer

Supervisory Responsibilities

Supervises all financial and accounting personnel, including Billing, Coding, and Accounting associates

Qualifications

- MBA, CPA, or equivalent experience in Accounting and Business Administration
- Minimum of five years' experience in strategic finance and/or accounting management
- Good interpersonal and communications skills
- Professional, leadership behavior and example for other employees
- Knowledgeable of contract administration, the cost reporting processes of Medicare, Medicaid, and third party insurers
- Ability to understand strategic and operational requirements of the organization and recommend strategies for problem resolution and results improvement

Duties and Responsibilities

- Consistently demonstrate professional behavior, promote an environment of respect, dignity, and fairness for all employees and stakeholders
- Review, recommend revisions, and ensure compliance with RHMPI Human Resource Policies and Procedures
- Ensure alignment of financial and accounting organization and activities with corporate vision, mission, and goals
- Comply with and manage the requirements of information security, including patient and

employee information as well as strategic and operational plans. Execute sound judgment in the dissemination of information. Ensure that all files, reports, and other information sources are properly secured

- Administer policies and procedures for billing, receivables, payables, payroll, and benefits
- Prepare financial status and progress reports on the various programs and initiatives, submitting them to the Executive director and funding sources as required
- Review and evaluate all proposals, leases, contracts, and agreements with regard to financial impacts for RHMP
- Conduct accounting according to GAAP and statutory requirements.
- Determine and maintain unit cost structure for comparisons; perform financial analyses as required to ensure accurate data collecting, reporting, and development of improvement plans
- Represent the facility and participate in meetings and forums as required
- Perform analyses and determine whether activities and programs essential to the corporation are performed effectively and efficiently. Appraise the adequacy and effectiveness of the financial and operating systems
- Assist in the development of the organizational structure and methods of operation necessary for the performance of existing, new or expanded functions. Analyze operational problems brought to light through budget studies, requests, and hearings; compile and interpret data; appraise agency situations

Physical Requirements

- While performing duties of this job, the employee regularly is required to walk, stand, kneel, stoop, and lift 20 pounds or less
- Vision requirements include close, distant, color, peripheral, depth perception, and the ability to focus
- Travel may be required