



## **Job Announcement Chief Financial Officer (CFO)**

### **OUR ORGANIZATIONAL HISTORY & TRAJECTORY**

San Francisco Community Health Center's (SFCHC) mission is to transform lives by advancing health, wellness, and equality. SFCHC has been an anchor organization in the Tenderloin neighborhood of San Francisco for over 30 years. Formerly known as "Asian and Pacific Islander Wellness Center", SFCHC started in the 1980s as a grassroots organization responding to the HIV epidemic in the Asian and Pacific Islander community. SFCHC expanded over time to become one of the largest transgender-serving organizations in San Francisco, the HIV Center of Excellence for the Tenderloin, a national HIV prevention capacity building assistance provider, and in 2015 became the newest federally qualified health center in San Francisco in over 35 years.

### **OUR TRANSFORMATION TO A COMMUNITY HEALTH CENTER**

Over the past five to six years, we have established our foundation as a community health center, currently providing primary medical, dental, and behavioral health care alongside street medicine and outreach. We take our mandate to serve low-income and homeless communities with the highest quality health care seriously, as we are HRSA-funded as both a Community Health Center Program and a Health Care for the Homeless Program. Our current focus is to sustain our high level of functioning, to support and retain our highly talented clinical team, to expand and promote our relatively new brand as a community health center, and to grow our patient numbers. In 2017, SFCHC opened a satellite clinic at the San Francisco LGBT Center to specifically be the health home for the LGBTQ community in San Francisco.

### **WHAT MAKES US UNIQUE**

- The need for our holistic health and wellness model, which is tailored to the needs of people stigmatized by mainstream health care, has never been greater in San Francisco.
- Our medical and behavioral health expertise with marginalized groups is essential to San Francisco's Getting to Zero objectives and to ending the HIV epidemic.
- Our staff's well-developed competencies in street medicine and outreach put us at the leading edge in responding to the significant number of community members who are unhoused or marginally housed.
- Our integrative financial model provides protective income diversity and opportunities to expand services to meet complex client needs.

*Our mandate now is to sustainably expand our operations such that we can fill the larger role in the health care ecosystem that our clients and the City as a whole need us to.*

### **WHO IS THE IDEAL CFO FOR US**

- You agree with and will whole-heartedly champion our vision/value statement: *SFCHC is an LGBTQ and people of color health organization that believes everyone deserves to be healthy and needs access to the highest quality health care. We foster resilience, strength, connection, health, and wellness for all communities. To us, health care will always be grounded in social justice.*

- You are committed to serving the most vulnerable, marginalized, and stigmatized communities. This is at the heart of our work, and this inspires you. You are both an advocate for these communities and know well the challenges of providing care for these communities.
- You are not afraid of challenges and readily contribute to team problem-solving and have a “roll-up-your-sleeves” attitude when facing complex problems.
- You grasp the complexity of how health care is financed in a community health center, the tensions that often exist between provider productivity expectations and quality, and the finetuning required when government contracts are also a significant proportion of total revenues.
- You want to be involved in the local and national FQHC/community health center and LGBTQ health care movements and contribute as a thought leader.

## **POSITION DESCRIPTION**

The Chief Financial Officer (CFO) is an integral leader of San Francisco Community Health Center (SFCHC), contributing to the strength, growth and long-term development of the organization. The CFO shares responsibility with the Chief Medical Officer for clinic and financial performance measures. The CFO is directly responsible for all financial systems and functions of the organization and ensures legal and regulatory compliance for all accounting and financial reporting functions. The CFO reports to the CEO and participates as a member of the organization’s Leadership and Executive Teams.

## **MAJOR RESPONSIBILITIES;**

- Prepares the annual budget for SFCHC; generates, analyzes, and presents monthly financial statements, cash flow statements, and ongoing financial analysis to the Finance committee (FICO) of the Board of Directors.
- Develops a clear financial plan that is consistent with the organization’s strategic programs, goals and initiatives.
- Oversees the organization’s financial accounting systems and functions maintaining strong internal controls – resulting in a clean annual audit, in full compliance with generally accepted accounting principles (GAAP).
- Periodically reviews funder regulations including City and County of San Francisco, California Department of Public Health, HRSA, and CDC, as well as all other applicable federal regulations; Is in direct contact with our funders, ensuring that we are in compliance with all administrative and financial aspects of our grants and contracts.
- Updates and revises internal control policies and procedures as needed to be in compliance with funder requirements.
- Creates financial policies and procedures that are aligned with GAAP and federal requirements for monitoring of FQHC revenue and expenditure.
- Effectively manages agency line of credit.
- Prepares necessary regulatory cost reporting and stays current with rules, regulations and reporting requirements for federal, state and local funders.
- In the absence of the CEO, assumes administration responsibility for all financial matters.

- Annually reviews and recommends changes to the fee schedule to the CEO, CMO, and Board of Directors.
- Coordinates standards and integrates financial performance measures for clinic operations.
- Creates a financial tracking system, coordinated with our EHR and billing systems, to properly track patient revenue.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in finance or equivalent experience
- At least five years of experience in a financial leadership position in a public/private/nonprofit environment and experience as a member of senior management teams with excellent supervisory and coaching skills, and strong, demonstrated facilitative leadership skills
- Demonstrated financial leadership experience in an FQHC setting with strong analytical skills and experience working with and presenting to the board of directors
- High personal and professional integrity
- Sensitivity to HIV issues, as well as gender, gender identity, sexual orientation, ethnicity, and language diversity
- Experience and ability to work independently, as well as with and across all levels of management and line staff, and to influence and collaborate in a diverse and cross-functional workplace
- Experience and ability to identify stakeholders’ needs and concerns and provide proactive solutions
- Proficiency in MS Office and fund accounting software
- Excellent attention to details, ability to communicate effectively and manage multiple deadlines and priorities
- Ability to adapt and respond to changing work situations and environments

**PREFERRED QUALIFICATIONS:**

- CPA and/or Master’s Degree in business administration or related field
- Proficiency in MIP fund accounting software

**Location:**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0d7a9498-ec90-4c89-a893-0f83148358fc&ccld=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0d7a9498-ec90-4c89-a893-0f83148358fc&ccld=19000101_000001&type=MP&lang=en_US)

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision*

*insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors).*

*San Francisco Community Health Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. San Francisco Community Health Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*