



## Wasatch Homeless Healthcare Inc Posting Position

<b>Position Title:</b>	Chief Operating Officer	<b>Date:</b>	October 2021
<b>Department:</b>	Administrative	<b>FSLA Status:</b>	Exempt
<b>Supervisor:</b>	Chief Executive Officer	<b>Status:</b>	Full-time
<b>Amount of Travel:</b>	Limited local travel	<b>Salary:</b>	Competitive

Wasatch Homeless Health Care, Inc. (WHHC) dba Fourth Street Clinic is Salt Lake City's leading nonprofit health care provider for homeless Utahns. We operate with a core staff of approximately 80 and a volunteer network of more than 150. Annually, the health center provides services to over 5,200 homeless men, women and children with more than 25,000 medical, behavioral health (including substance abuse), dental services, case management and health education classes. Fourth StreetClinic has an onsite pharmacy that provided over 50,000 prescriptions.

### **POSITION OVERVIEW:**

The Chief Finance Officer is a member of the leadership team that directs all financial activities including but not limited to; developing and monitoring compliance with financial policies and regulations; preparing and analyzing budgets; developing financial reports/projections; managing the general accounting functions; and provides general oversight to the finance department. The Chief Financial Officer works in collaboration with the Chief Executive Officer to safeguard the organizational assets and investments, as well as financial forecasting for strategic planning.

### **Core Responsibilities:**

- Oversee all WHHC fiscal operations pursuant to the policies and directions of the Chief Executive Officer, Board of Directors and external regulations.
- Preparation of annual organization budget as well as individual grant budgets; coordinate all department budgets; work with all department heads throughout the year to insure that expenditures adhere to legal and budgetary requirements.
- Work with Development Department and leadership team to track revenues from relevant sources (i.e. foundations, corporations, special events) and expenses, as well as relevant restrictions.
- Develop, supervise, and coordinate all efforts to attain maximum third party reimbursement including capitated arrangements.
- Work in collaboration with Medical Billing Manager to develop and maintain corporate fee schedules and medical billing policies and protocols.
- Responsible for preparation of all regulatory financial reports (i.e. FSR, UDS, Medicare, Medicaid, IRS Form 990, state tax returns, 5500, etc.).
- Ensure all insurance coverage is in place each year; including but not limited to: directors' and officers', malpractice, general property, cyber, etc.
- Responsible for all financial accounting and reporting, procedures and internal controls for the finance department.



- Serve as principal liaison between WHHC and external accountants (e.g., independent auditors) and agencies responsible for financial audits, tax returns, and review of WHHC fiscal operations.
- Ensures vendor/tenant performance is regularly reviewed and competitive bidding processes utilized.

### **Supervisory**

- Identify, develop and recommend professional development needs/opportunities and coordinate/conduct appropriate training for staff.
- Participates in staff performance evaluations, formal and informal coaching.
- Evaluate finance department structure and team; plan for continual improvement of efficiencies and effectiveness of both individuals and team members.

### **Leadership**

- Supports and encourages a collaborative culture that values mutual respect, partnership, learning, trust, accountability, transparency and fairness.
- Staffs the Finance Committee meeting of the health center's Board of Directors. Participate at the Board of Directors meetings; at the request of the Chief Executive Officer or board members.
- Participates in professional workgroups and organizations; as needed or requested.
- Communicate departmental activities, changes and other related activities to appropriate personnel, committees or others as determined.
- Participate in strategic planning and annual operations/implementation planning.
- Provide strategic financial input and leadership on decision making issues affecting the organization.
- Other duties as assigned by the Chief Executive Officer.

### **Qualifications:**

- At a minimum, an undergraduate degree from an accredited college or university in accounting, finance or health care finance administration; MBA or CPA preferred but not required.
- Minimum of 5 years in a leadership role and at least 7 years of staff supervision.
- Strong accounting skills; versed in GAAP and FASB.
- Excellent leadership, customer service and organizational skills as well as the ability to effectively communicate the organization's vision.
- Prior experience with non-profit and federal contracts management desired but not required.
- Strong knowledge and experience in health care finance, including third party reimbursement mechanisms and federal guidelines regarding budget and financing helpful.
- Ability to effectively work independently as well as collaboratively as part of a team.
- Strong analytical, problem solving and interpersonal skills.
- Ability to analyze and interpret data and technical information.

If interested, please send cover letter and resume/CV to:

[jobs@fourthstreetclinic.org](mailto:jobs@fourthstreetclinic.org)

**No phone calls please**



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