Chief Financial Officer

Overview

The Chief Financial Officer (CFO) oversees the Finance, Information Technology and Facilities & Security departments. The CFO is a critical partner to the President & CEO and Executive Team in building a strong, efficient and accountable infrastructure that supports the agency mission. The CFO ensures compliance with legal, regulatory, programmatic and contractual requirements through a strong system of internal controls. As part of the Executive Team, this role is broadly responsible for the ethical operation of this $30M, 250-person non-profit health care, advocacy and housing organization.

Key Role Responsibilities

* Develops and mentors Division leaders using a strengths-based approach, building their capacity and enthusiasm for the work. Fosters a collaborative, supportive and collegial environment across agency departments to ensure a high-quality experience for clients and high staff morale.
* Leads a Finance department that ensures strong financial health and asset stewardship practices. Establishes and evaluates policies, processes and controls according to Generally Acceptable Accounting Principles. Ensures routine reporting and auditing of agency finances. Works closely with the Executive Team to create and report on annual, capital and grant budgets and assumptions, ensuring transparency and accountability throughout the planning and implementation process.
* Ensures strong revenue cycle systems and actively monitors the public health insurance regulatory environment for policy changes related to third party billing. Maintains relationships with Managed Care Organizations (MCOs) that administer public insurance programs. Evaluates alternative payment models in an evolving health care landscape.
* Guides the strategic vision for Information Technology department, making sure that staff has the support it needs to function efficiently and safely. Helps the agency to stay abreast of advancements in technology within the healthcare industry and propose ideas to innovate within the business model. Create, manage and improve IT practices, policies and procedures to support growth and ensure privacy, security and social responsibility.
* Promotes sound business practices, review of business contracts, and the management of risk on matters of finance, human resources and information technology. Coordinates closely with the Executive Team on contract negotiations; equipment and capital planning; compliance activities; the system needs of service providers; and other activities to promote agency strategy.
* Oversees the Facilities and Security needs of the agency. Ensures the maintenance, security and compliance of all physical sites, building systems and vehicle fleet. Promotes and facilitates a culture of safety and respect, protecting both people and physical assets from harm while on agency property.
* Provides clients, staff and visitors with an exceptional experience through exemplary customer service, including a safe and confidential environment. Leads and partners across the agency to address racism and racist practices in our work, including ways to create an intentional and affirming workplace for Black, indigenous and people of color (BIPOC).
* In partnership with peers in executive leadership, ensures compliance with regulatory and accreditation standards in client care – including those set by HRSA, FTCA, TJC, NCQA, OSHA, CLIA and HIPAA.
* Supports, advises and provides reports to the Board of Directors. Staffs the Finance and Facilities Committee.

Key Agency Responsibilities

*In addition to role responsibilities, every staff member has the following responsibilities as a part of their employment:*

* Models and reinforces the core values of dignity, authenticity, hope, justice, passion and balance
* Actively participates in performance improvement and advocacy activities that support the mission
* Protects clients’ personal health information by maintaining compliance with HIPAA and other relevant health care-related IT security regulations
* Performs other duties on an as-needed basis

Knowledge, Experience and Skills

**Formal Education and Training**

* Bachelor’s degree required
* Master’s degree in business administration, public administration or related field highly preferred
* CPA preferred

**Experience**

* Minimum of eight years of progressive leadership experience in finance within a non-profit health care setting, Experience in an FQHC or ambulatory care setting strongly preferred
* Minimum of four years’ supervisory experience with significant experience in building, mentoring and coaching teams
* Significant experience with non-profit finance, grants, public and private contract management and capital budgets
* Highly proficient within non-profit general ledger software and payroll systems
* Prior experience managing facilities, security and/or information technology preferred
* Knowledge of the nature and causes of homelessness and poverty

**Skills**

* Excellent verbal and written communication skills; tact; and a passion for transparency
* Ability to analyze complex tasks, systems, problems and determine solutions
* Self-reflective
* Ability to manage ambiguity and complexity
* Strong analytical skills
* A collaborative and flexible style, with a strong service mentality
* Ability to work in sensitive situations and maintain confidentiality

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**Health Care for the Homeless is an equal opportunity employer and is committed to racial equity and inclusion. We make a particular effort to recruit and promote Black, Indigenous and People of Color (BIPOC) for open positions. BIPOC, LGBTQIA+ individuals, people with disabilities, and people with other marginalized identities are encouraged to apply.**