

CHIEF FINANCIAL OFFICER

POSITION OBJECTIVE/SUMMARY:

Under the direct supervision of the President/CEO. The Chief Financial Officer is responsible for all Agency wide financial operations which includes; fiscal services, revenue services, program audits and reimbursement, contract administration, and capital planning. In addition to overseeing these areas, this position may represents the Agency's interests at the local level regarding funding, revenue reimbursement, and financial compliance. This position also advises President/CEO regarding Agency wide financial, contracting, and capital planning issues having a significant impact upon the operations.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- Graduate from an accredited college with a Bachelor's degree in Finance, Business Administration, or Accounting.
- At least five (5) years finance/accounting non-profit organizational management experience in budget development and analysis, fiscal forecasting, cost accounting, reimbursement, funding programs, and/or fiscal systems preferred.
- Must be organized, detail oriented and the ability handle confidential information and interface effectively with all levels of management.
- Possess excellent written, verbal communications and interpersonal skills.
- Must have the ability to problem solve, meet deadlines and follow through on work assignments through completion, in a fast-paced work environment.

GENERAL STATEMENT OF FUNCTIONS:

- Oversee the Agency's day-to-day finance/accounting operations and departmental staff.
- Responsible for the development and implementation of short and long range fiscal strategic planning initiatives to ensure that current and future fiscal needs are clearly identified and addressed.
- Work with the President/CEO in the budget preparation process to ensure compliance with directives and recommendations given by the President/CEO.
- Present actionable analysis for financial performance, trends and long-term forecasts to the Board of Directors.
- Responsible for the development, implementation, and evaluation of objectives, policies/procedures, and operations for all program areas to ensure maximum revenue reimbursement and utilization and compliance with applicable state, federal regulations, and Agency guidelines.



Kedren Health

Kedren Community Health Center, Inc.