



NEW Health Programs Association

Title: Chief Financial Officer

Department: Administration

Supervisor: CEO

FLSA Status: Exempt

Purpose of Job:

Improve the overall health of the communities we serve by supervising the identification, implementation, and operations of the organization's fiscal responsibilities to stakeholders as follows:

Essential Duties and Responsibilities:

- Responsible for all financial aspects of organization including medical/dental billing, policies and procedures, business planning, budget preparation, general ledger development and financial statements.
- Leads business planning strategies to identify and take advantage of the market, industry and economic opportunities while mitigating risk.
- Investigates value propositions associated with introducing new services to patients and expanding into new service areas.
- Supervises all financial departments.
- Analyzes financial information and other reports to monitor company performance and opportunities. Identifies company fiscal strengths and weaknesses.
- Participates in financial and statistical development of grant writing. Coordinates completion of compliance reports.
- Communicates financial information to leadership and the Board of Directors.
- Coordinates planning and implementation of accounting and billing systems.
- In conjunction with leadership, identifies threats and opportunities external to the company that could significantly alter the organization's financial situation.
- Oversees Billing Manager, Coding Manager and A/P Clerk.
- Performs other duties as assigned.

Grants and Federal Reporting:

- Prepares and presents the annual federal grant budget to Executive leadership and Board of Directors.
- Submits the federal grant budget and supporting schedules per agency requirements within the Electronic Handbook (EHB).
- Prepares and submits quarterly and/or annual financial reports as required by the grantor, including the Federal Financial Report (FFR) and financial and federal audit reports.
- Maintains working knowledge of OBM Circular A-133 Compliance requirements.
- Responsible for the annual completion of the Uniform Data Systems (UDS) report and submitting electronically via the EHB.
- Communicates with the UDS Editor regarding variances or anomalies in the reported data and executing revisions as required for the finalization of the report.

Fiscal Responsibilities:

- Responsible for administration of the 401(k) plan, acting as fiduciary and trustee.
- Responsible for compliance to investment policy, monitoring investment performance of corporate holding and management of investment advisor.
- Working knowledge of Federal and State fiscal regulations, including cost report, coding and reimbursement requirements of major payors.
- Oversees 340b program in conjunction with the Chief Medical Officer.
- Responsible for annual Medicare and Medicaid Cost Report filing.
- Review of financial ratios.
- Responsible for the sliding fee program including review of internal audit findings and educating staff on

program requirements.

Qualifications:

Education/Experience: Bachelor's degree in Accounting, Finance or related field. Minimum two years' experience required; grant compliance, healthcare and/or nonprofit agency background preferred. Previous experience and demonstrated competency in supervision of staff required. Licensure in the state of Washington as a Certified Public Accountant preferred.

Skills: Strong interpersonal and communications skills required. Previous training and/or experience utilizing accounting software preferred. Computer skills required.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to talk, hear and sit. The employee is occasionally required to move around the facility; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10lbs and occasionally lift and/or move up to 25lbs.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the above job description.

Employee Signature: _____ Date: _____

Print Name: _____