**MISSION**

Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.

**JOB DESCRIPTION**

**POSITION:** Chief Financial Officer

Reports to: Chief Executive Officer

Revised: March 2015

Department: Administration

FLSA: Exempt

**Position Summary:** The Chief Financial Officer (CFO) promotes a high level of financial and operational performance by monitoring, direct- ing, analyzing and reporting the financial and operations environment to the Chief Executive Officer (CEO) keeping them well informed and involving them in appropriate decision making processes. The CFO maintains superior customer service in a highly professional employment atmosphere and assures the business environment is efficient, responsive and unobtrusive to the effective and safe delivery of patient care and the meaningful practice of medicine.

**Supervision Exercised:** Financial Assistant

**Position Responsibilities:**

1. Develop and manage the accounting system to provide accurate and timely information used for decision making and reporting
2. Develop and maintain internal auditing procedures to ensure compliance with organizational policy and assess the effectiveness of management controls
3. Design and manage systems, processes and procedures for handling cash receipts and disbursements ensuring segregation of duties
4. Monitor, direct, analyze and convey financial performance to the CEO
5. Make programmatic and policy recommendations to the CEO
6. Establish cost standards and measure cost effectiveness of various program activities
7. Assure efficient billing, coding and collection systems
8. Ensure third-party revenue maximization by establishing competitive fee schedules for dental and medical services
9. Develop the organization's annual budget in conjunction with the CEO
10. Develop long-range budgets, including capital expenditure budgets, in conjunction with the CEO
11. Direct organization in short-term and long-term strategic planning and implementation
12. Provide direct support to CEO with routine business and financial administration and management tasks
13. Compile, complete and submit federal grants management and required agency reports including, but not limited to SF 425-Federal Financial Report, UDS-Uniform Data System, other grant-specific reports as outlined in the Notice of Grant Awards, Form 222-92 Medicare Cost Report, CMS 838-Medicare Credit Balance Report
14. Assure compliance with all regulatory and compliance matters and manage all legal and contractual matters in accordance with current laws, rules, regulations, and standards
15. Establish a highly effective method of communicating with all organizational departments creating an organizational environment of professionalism and respect
16. Conduct business with respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA standards
17. Process accounts payable payments and record accounts receivable deposits in absence of Financial Assistant
18. Perform interim and monthly account reconciliations
19. Prepare and post adjusting general journal entries according to GAAP standards
20. Prepare periodic financial statements and statistical reports
21. Gather and submit required information for annual audit
22. Review, approve and submit annual Form 990 and A-133 Audit
23. Process payroll and associated payroll tax liability payments
24. Prepare monthly, quarterly and annual payroll tax reports including, but not limited to, Form 941-Employer’s Quarterly Federal Tax Return, Form SF 41263-Employer’s Contribution & Wage Report, BLS 3020-Multiple Worksite Report, Form 306-Income Tax Withholding Return, Form 307-ND Transmittal of Wage & Tax Statement, SF 3177-Workforce Safety & Insurance Employer Payroll Report, and Form W-2-Wage & Tax Statements; review, approve and submit Form 5500
25. Human resource duties including, but not limited to, new employee setup, personnel file management, preparation and submittal of NACHC and CHAMPS salary and benefit surveys, liaison for BCBS, LML, SB&T, Aflac
26. Prepare and submit required business-related reports including, but not limited to, SFN 50879-Domestic & Foreign Nonprofit Corporation Annual Report, Form ST-Sales, Use, and Gross Receipts Tax, and Form 1099-MISC-Miscellaneous Income
27. Review and update annual business insurance policy coverage (D&O, Crime, Auto, General and Property, etc.)
28. Use all resources available to meet the goals and objectives of the organization
29. Attend pertinent training courses (webinars, seminars, workshops, etc) for personal and professional growth
30. Attend regularly scheduled BOD meetings, staff meetings, assigned committee meetings and other meetings as instructed or deemed necessary
31. Additional job responsibilities as directed and as assigned by the CEO

Position Qualifications:
1. Financial operations knowledge; principals of accounting, financial management and budgetary practices;
2. Ability to learn (OJT) Community Health Center requirements; thorough understanding of rules, regulations, and guidelines for Federally Qualified Health Centers will be expected;
3. Computer knowledge, including, but not limited to word processing, spreadsheet development, graphical displays, email and internet use and presentations and networks;
4. Ability to analyze financial data and patterns;
5. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
6. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
7. Ability to work effectively with managers, co-workers, members of the public and professional groups.
8. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
9. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.
10. Ability to follow NCHC Clinic practice guidelines – including adhering to the NCHC immunization policy and the NCHC Mission and Vision and NCHC Corporate Compliance Policy.
11. Ability to receive constructive feedback including evaluation of provider’s productivity and practice attributes.
12. Other duties as assigned, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

Minimum Qualifications:
1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
3. Must be computer literate with ability to enter information in the NCHC EHS system and compile reports or data as requested.
4. Must be able to read, write and speak English.

**Education and/or Experience:**
- BA or BS degree in Accounting or Finance, REQUIRED
- General accounting experience, REQUIRED
- CPA PREFERRED
- Healthcare experience, PREFERRED
- Strong computer knowledge, PREFERRED

**License and/or Certification:**
- Valid North Dakota Driver’s License
- Current Immunization Records
- Current PPD

**Special Requirements:**
- Must be willing to travel between NCHC health centers. Must be willing to work evening hours and weekends if necessary.

**Appearance Standards:** This position shall follow the appearance standards as outlined in the NCHC Personnel Appearance Policy.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

**Physical Requirements:**

<table>
<thead>
<tr>
<th>NCHC CLINICAL STAFF</th>
<th>Not Applicable</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>Stand</td>
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<tr>
<td>Vision – near</td>
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<td>X</td>
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<tr>
<td>Vision – w assistance</td>
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<td>Walk</td>
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<td>Sit</td>
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<tr>
<td>Reach outward</td>
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<tr>
<td>Reach above shoulder</td>
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<td>X</td>
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<tr>
<td>Climb</td>
<td>X</td>
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<tr>
<td>Crawl</td>
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<tr>
<td>Squat/kneel</td>
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<td>Bend</td>
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<tr>
<td>Lift/Carry</td>
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<td>10lbs or less</td>
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<td>11-20 lbs</td>
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<tr>
<td>21-50 lbs</td>
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<td>51-100 lbs</td>
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<td>Over 100 lbs</td>
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</tbody>
</table>

Chief Financial Officer
<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 lbs or less</td>
<td>X</td>
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<tr>
<td>13-25 lbs</td>
<td>X</td>
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<tr>
<td>26-40 lbs</td>
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<tr>
<td>41-100 lbs</td>
<td>X</td>
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</tbody>
</table>

Not Applicable: Activity does not apply to this position

Occasionally: Position requires this activity up to 33% of the time (0-2.5 hours per day)

Frequently: Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)

Constantly: Position requires this activity more than 66% of the time (5.5 hours + per day)

**Travel:**
- [] is not required
- It is anticipated that travel will be:
  - [ ] 5% - 10%
  - [ ] 50% - 75%
  - [ ] 10% - 25%
  - [ ] 75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

Print Name: ____________________________
Signature: ____________________________
Date: ____________________________

Chief Financial Officer

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