

SUMTER

FAMILY HEALTH CENTER

Caring For Our Community's
Health and Well Being

JOB POSTING

Chief Financial Officer

Job Summary:

The Chief Financial Officer (CFO) is responsible for all financial and accounting activities for the organization. The CFO will set Sumter Family Health Center's (SFHC) financial policy and direction while also being an active participant in, and driver of the organization's overall strategy, leading all financial administration, business planning, and budgeting. As a member of the Executive Leadership Team (ELT), the CFO will work closely with a motivated and engaged finance and governance committee of the Board of Directors (BOD).

Strategy:

- Partners with the CEO and Vice President of Business Operations on all operational issues as they arise; provides strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Participates in the ongoing strategic planning process as an integral member of the ELT.
- Oversees long-term budgetary planning and cost management in alignment with the ELT's strategic plan.
- Engages the Board Finance Committee around issues, trends and changes in the operating model and operating delivery.

Financial and Operational Management:

- Provides overall supervision of SFHC's finance and billing department.
- Oversees budgeting, and the implementation of comprehensive, as well as departmental, budgets, so as to monitor progress and present operational metrics both internally and externally.
- Ensures that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitors the use of all funds.
- Oversees the preparation and approval of all financial reporting materials and metrics for funding organizations.
- Prepares and communicates monthly and annual financial statements to SFHC's Board of Directors and Finance Committee.
- Oversees management of cash flow and forecasting; directs all financial, project-based, and departmental accounting.
- Oversees maintenance of an internal audit program and coordination of all finance-related audit activities.
- Ensures that all appropriate laws and regulations governing healthcare finances are followed.
- Assists in providing Process Improvement reports for improving the quality of patient care.
- Performs other duties as assigned by the Chief Executive Officer (CEO).

Team Management:

Develops and manages direct report(s), and guides them to support and supervise larger multi-disciplinary teams outside direct span of control.

- Engages other members of the ELT to facilitate cross-department collaboration that ensures that all financial solutions positively support SFHC's evolving strategy, operational delivery, and data collection needs.

Qualifications:***Education and Experience:***

- A minimum of a Bachelor's degree in related field required; a MBA is preferred.
- CPA or CMA strongly preferred
- The CFO will be a seasoned and mature leader with at least 5-10 years of broad finance experience.
- Ideal candidate will have experience managing finance (accounting, budgeting, control, and reporting).
- Federally Qualified Health Center (FQHC) or non-profit organizational experience preferred.

Knowledge Skills and Abilities:

- Mature and proactive, with evidence of having worked as a true business partner to the CEO. If coming from the for-profit, non-profit Board experience preferred.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Skill in examining, developing, reengineering, and recommending financial policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- An effective communicator, with strong oral and written skills.
- Strong commitment to developing team members.
- Demonstrated commitment to the social sector with a passion for the organization's mission is essential.

Work Environment:

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Potential for rare exposure of blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

Physical Demands:

Considerable time sitting, some standing or walking. Lifts supplies/equipment up to 20lbs. occasionally, and/or up to 10lbs frequently. Some reaching, stooping, bending, kneeling, and crouching.

How to Apply:

If you are interested in applying, please download and print an application from our website:

www.sumterfhc.com. Return your completed application to:

Sumter Family Health Center

Attn: Human Resources

1278 N. Lafayette Drive

Sumter, SC 29150