



BAY CLINIC INC

## Chief Financial Officer

---

Department: Finance

FLSA Status: Exempt

Grade/Level:

Work Schedule:

8:00 am - 5:00 pm

Job Status: Full Time

Reports To: Chief Executive Officer

Amount of Travel Required: 20%

Positions Supervised:

Comptroller, Financial Analyst, Finance Specialist,  
Finance Assistant

### POSITION SUMMARY

Plans, organizes and directs activities of the Finance Department. Responsible for accounting, payroll, accounts payable, accounts receivable, patient accounts, managed care, patient health benefits coordination, and financial and statistical reporting. Performs professional management functions associated with accounting and other financial services, managed care, and patient eligibility determination.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Prepare or direct preparation of financial statements, financial position forecasts, annual budgets, or reports required by regulatory agencies.
- Supervise employees performing financial reporting, accounting, collections, payroll, and budgeting duties.
- Delegate authority for the receipt, disbursement, banking, protection, and custody of funds.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Receive, record, and authorize requests for disbursements in accordance with company policies and procedures.
- Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met.
- Monitor and evaluate the performance of accounting and other financial staff, recommending and implementing personnel actions.
- Prepare and file annual tax returns or prepare financial information so that outside accountants can complete tax returns.

- Develop and maintain relationships with banking, insurance, and nonorganizational accounting personnel to facilitate financial activities.
- Coordinate and direct the financial planning, budgeting, or procurement activities.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Lead staff training and development in budgeting and financial management areas.
- Perform tax planning work.
- Determine depreciation rates to apply to capitalized items and advise management on actions regarding the purchase, lease, or disposal of such items.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Business Acumen - Ability to grasp and understand business concepts and issues.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Decision Making - Ability to make critical decisions while following company procedures.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Self Confident - The trait of being comfortable in making decisions for oneself.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

## SKILLS & ABILITIES

Education : Bachelor's Degree (four year college or university)

Experience : Four to ten years related experience

#### Computer Skills

Strong aptitude in Microsoft Windows environment preferred

#### Certificates & Licenses

C.P.A. preferred

#### Other Requirements

Health Care or Community Health Care experience preferred

### PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

- N (Not Applicable) Activity is not applicable to this occupation.  
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

#### Other Physical Requirements

### WORK ENVIRONMENT

Health clinic environment with possible exposure to airborne pathogens.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.