

Cordova Community Medical Center
Job Description
Chief Financial Officer

Job Title:	Chief Financial Officer	Status:	Full-Time
Supervisor:	CEO	Pay Grade:	DOE
Department/Division:	Administration	Classification:	Exempt

POSITION SUMMARY

Under the direction of the Administrator, the Chief Financial Officer is responsible for organizing, controlling and supervising the activities of the accounting and business office department in order that the objectives of the department are attained, in accordance with the Medical Center's philosophy, objectives, policies, procedures and standards. As a member of the Administrative Management Team the primary purpose of your position is to oversee the financial status of the hospital in accordance with current applicable federal, state, and local standards, guidelines, and regulations.

ESSENTIAL RESPONSIBILITIES

- Attend Health Services Board meetings and give financial reports as requested.
- Review all contracts and provide recommendations to the Administrator from a financial standpoint.
- Establish and maintain rapport with all auditors.
- Keep abreast of all rules/regulations of third-party payers.
- Monitor the accounting operations of the Medical Center to ascertain that methods and procedures are carried out in accordance with a recognized system of accounting practices.
- Ascertain that adequate internal controls are maintained in order to prevent the misuse of Medical Center assets and/or insure the accuracy of information.
- Ascertain that adequate accounting is kept relative to funds donated and the funds are properly expended as intended.
- Investigate, evaluate, monitor and recommend areas and/or programs where cost containment could be accomplished or enhanced.
- Analyze and interpret monthly hospital/nursing home financial reports to the Administrator and Board, pointing out problem areas that require improvement.
- Prepare monthly financial statements on a timely basis and research any unreasonable variances that are found.
- Direct the formulation of an annual operating budget, which will reflect the goals and/or directives of the Medical Center.
- Coordinate forecasting activities and procedures within the institution and seek to implement refinements to techniques in use.
- Prepare month end journal entries and year-end closing.
- Balance all bank accounts to bank statements.
- Negotiate annual insurance premiums.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: Must possess, as a minimum, a Bachelor's Degree. Graduation from an accredited business school or equivalent training and experience is preferred; CPA not required, but desirable.

EXPERIENCE: Minimum of three years experience. Computer literacy mandatory; must be capable of standard financial/accounting practices.

REQUIREMENTS: Must be able to work independently with minimal supervision. Must possess the ability to make independent decisions when circumstances warrant such action. Must possess the ability

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DSHS Criminal History Check and Drug Test.
Must be current in immunizations

BENEFITS

Full-time employees are eligible for medical, dental, PERS, Life Insurance, and PTO after successful completion of the Introductory Period.

Part-time employees are eligible for medical, dental, PERS and PTO after successful completion of the introductory period. PERS for part-time employees is dependent upon the number of hours worked in a week's time (minimum requirement by the State of Alaska is 15 hours per week).

Casual employees are not entitled to benefits but are entitled to a 10% increase in pay in lieu of benefits.

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.