



Chief Financial Officer

POSITION SUMMARY: MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

As a member of the hospital's senior management team, participates in the financial and operational decision making processes necessary for the successful attainment of the hospital's mission, strategic objectives and financial viability.

Education Bachelor's Degree in Finance, Accounting or related field; Master's Degree and CPA preferred BS or BA Degree, MBA, CPA desirable.

Experience: Five years' experience in accounting. Three years' experience in a healthcare/hospital setting performing finance and/or accounting job duties. Senior management experience preferred; a minimum of five years progressive managerial experience in an acute care environment required.

High degree of computer skills. Directs and coordinates the hospital's activities concerned with financial administration, including the supervision of accounting, admitting, credit and collection, maintenance of fiscal records, receipts and disbursements, payroll, insurance and other third party payor claims. Works directly with all other departments in various capacities.

POSITION QUALIFICATIONS:

Must possess highly developed interpersonal skills and excellent verbal and written communication skills. Must have experience and ability to establish and maintain effective working relationships with all levels of hospital staff, physicians and community members including Board of Directors, vendors and members of financial institutions. Must have awareness of what is, and ability to maintain confidentiality of, confidential information including that pertaining to personnel, finance, strategic plans and medical matters. Must have excellent analytical, problem solving and personnel management skills. Experience in health care finance required, including a knowledge of accepted accounting principles and controls, legal and regulatory requirements related to areas of responsibility. Awareness of laws/regulations related to physician recruitment and relationships desired. Must be thoroughly familiar with and able to use various computer software programs including Microsoft Office Suite, finance/general ledger and databases.