



**JOB TITLE: Director of Finance/CFO**

**JOB RESPONSIBILITIES:**

Under direct supervision of the Executive Director, performs upper management level duties, including oversight of accounts receivable and accounts payable functions, automated systems, long range financial planning, budget development and control, and general administration and management.

**JOB DUTIES:**

- Develops annual and 3-year goals and work plan objectives, and completes in timely fashion.
- Actively participates in monthly Management Team Meetings with the Executive Director and other managers, and in quarterly inter-corporate management meetings.
- Follows and requires staff compliance with corporate policies and procedures, code of ethics and principles of practice.
- Monitors financial components of agency agreements and contracts, and submits reports as required.
- Maintains ongoing working relationship with health care funders.
- Develops financial component of agency's quality assessment and improvement plan, and monitors compliance.
- Actively participates in the agency's staff QA Committee and follows-up on assignments.
- Serves as staff liaison to the Open Cities Health Center, Inc. Board Finance Committee, including meeting logistics and reporting and follow-up of assignments. Notes and records meeting minutes for distribution to the Board, Executive Director and management, ensuring smooth Board/management communications.
- The positions also requires Personnel Management, Finance and Accounting responsibilities and knowledge of Automation Systems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of generally accepted accounting principals and financial accounting board standards.
- Demonstrated skills in use of automated systems operations and functions, including spreadsheet and word processing usage.
- Knowledge of health care financing, particularly managed care, and health care accounts receivable management.
- Knowledge of functional cost center budget development and cash flow reporting.
- Ability to work well under stress.
- Excellent organizational skills and ability to attend to detail.
- Ability to work with and supervise people of various racial, ethnic and economic backgrounds.

**MINIMUM QUALIFICATIONS:**

Baccalaureate in Accounting or Finance with at least 5 years previous experience, or Masters in Accounting, Finance, or Business Administration, or Health Care Administration, with 5 years previous experience. Previous accounting and/or accounts receivable management experience in a health care setting with supervisory experience preferred.

*AA/EEO: Open Cities Health Center is an affirmative action / equal opportunity employer. Open Cities Health Center does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.*

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If interested, please send a cover letter and resume to

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