JOB TITLE – ASSOCIATE CFO

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Chief Financial Officer

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: Assists CFO with report preparation for analysis. Organizes and maintains financial accounting systems, including accounts payable, general ledger, employee payroll, cash disbursements, financial statements, and tax information. Develops plans and objectives with supervisors and department staff, regarding short- and long-range accounting programs in specific areas such as budgeting, profit analysis, accounting systems, reporting, and internal auditing. Oversees financial accounting functions to ensure accurate recording and reporting of clinic financial information. Maintains the Financial Policies and Procedures manual and monitors compliance. Oversees proper recording and control of cash receipts/disbursements, recording of fixed assets, development of adequate procedures, instructions, controls, records, and receipts. Works with supervisors to develop and approve financial statements, including balance sheets, profit/loss statements and analysis of variances in accounts, ratios, income/expense, as well as investment analysis; e.g., effects of fee changes on costs and profits, return on investment. Monitors strategic goals and ensures staff is on track to meet financial reporting deadlines. Supervises the internal audit program to ensure internal financial controls are regularly tested and described. Assists with the development and implementation of the annual capital and administrative budgets as well as financial and credit policies of clinic. Directs the preparation of statistical information and reports for management, government and other agencies. Directs, forecasts, and analyzes special projects; e.g., proposed facilities, equipment purchases. Supports CFO in the preparation of major clinic financial reports. Assists with performance evaluation and recommends merit increases, promotions, and disciplinary actions. Attends a variety of meetings with management and department staff to review and discuss financial matters. Coordinates the preparation of workpapers for the annual audit. Monitors various fund requests for grants and other resources. Maintains strictest confidentiality. Participates in professional development activities and maintains professional affiliations. Monitors all bank accounts and reviews reconciled accounts on a monthly basis. Performs related work as required. Prepares manual checks as required. Assist with Administration phones and errands. Coordinate the periodic audit of cash drawers of all cashiers. Other duties as assigned by supervisor

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Bachelor degree in finance/accounting. Master degree preferred. Certificate/License: CPA preferred.

REQUIRED EXPERIENCE OR SKILLS: Five years of financial management experience. Knowledge of related accounting standards and pronouncements. Knowledge of finance and accounting functions, including budgeting, credit, banking, investments, internal controls. Knowledge of management practices to direct assigned staff. Knowledge of clinic's strategic business objectives and employee performance objectives. Skill in analyzing financial data and preparing appropriate related reports. Skill in relating organizational objectives to financial policies on costs, fees, credit, etc. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public. Skill in identifying and resolving problems. Ability to delegate responsibility and authority to staff. Ability to work creatively with management and department staff to achieve objectives. Ability to communicate clearly.

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.