Waco Family Medicine CFO Job Description

REPORTS TO
Chief Executive Officer of the Heart of Texas Community Health Center, Inc. (d.b.a., Waco Family Medicine)

POSITION DESCRIPTION
The CFO of Waco Family Medicine is appointed by the CEO to direct and oversee the financial activities of the Center. The role encompasses strategic financial planning, management of the Center's financial risks, supervision of financial reporting – including monthly managerial financial reports to the Board of Directors – and oversight of tax and compliance reporting. Key financial reports include IRS Form 990, CMS cost reports, Uniform Data System (UDS) financial reporting, and other reports pertinent to an FQHC. The CFO serves on the executive team, effectively collaborating across functions in partnership with other organizational executives. The CFO also coordinates with department heads for budget management, utilizing a financial dashboard with leading and lagging indicators for monitoring financial health and areas of improvement. The CFO is responsible for the management and supervision of finance-related departments including revenue cycle (billing), payroll, accounting, benefits, purchasing, and other domains as assigned by the CEO.

SKILLS & ABILITIES
• Exceptional financial and business acumen with the ability to lead and influence the organization towards its strategic financial goals.
• Excellent understanding of budgeting processes, financial analysis, and cash flow management.
• Superior financial risk management and compliance skills.
• Ability to integrate and coordinate financial functions effectively with other organizational departments.
• Strong interpersonal and communication skills to engage with diverse internal and external stakeholders effectively; able to communicate without financial jargon when needed.
• Proficient in facilitating effective governance and strategic collaboration among organizational boards.
• Skilled in using financial management software and business-related tools.
• Demonstrated ability to manage human resources within the finance department, creating a professional and healthy work environment, and strong recruitment and retention programs.

EDUCATION & EXPERIENCE
• A Master’s degree in Business Administration, Finance, Accounting, or a related field is strongly preferred, but extensive leadership experience, particularly in the FQHC setting, may be considered in lieu of a Master's degree. A CPA or similar certification is a plus.
• At least 7 years of experience in financial management, ideally within a community health center or Federally Qualified Health Center setting is preferred.
• Proven track record in strategic financial planning, budget management, and operational efficiency.
• In-depth understanding of health policy issues, particularly those relevant to finance and funding for healthcare organizations, is preferred.
• Demonstrated experience in financial compliance, audits, risk management, and reporting (for example, tax reports such as IRS Form 990, SEFA Single Audit, UDS, and CMS cost reports).
• Proven experience working with a CEO, Board of Directors, and leading finance-related teams is preferred.
**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Develops and implements strategic financial plans and goals in alignment with the Center's mission and objectives.
2. Coordinates with department heads to ensure efficient and effective budget management.
3. Utilizes a financial dashboard with leading and lagging indicators to monitor the financial health of the organization and identify areas for improvement.
4. Advises the CEO and the Board of Directors on financial planning, budgeting, cash flow, investment priorities, and policy matters.
5. Manages financial risks, ensures financial compliance, and manages audits (e.g., financial audit and Single Audit).
6. Supervises and directs financial tasks of subordinates and staff, including but not limited to revenue cycle (billing), payroll, accounting, benefits, and purchasing departments.
7. Oversees the preparation of critical financial reports including monthly managerial financial reports to the Board of Directors, IRS Form 990, CMS cost reports, and other reports pertinent to FQHCs.
8. Coordinates the preparation of the annual operating budget and financial forecasts.
9. Presents financial reports to board members, stakeholders, executives, and staff in meetings.
10. Collaborates with the CEO on the strategic vision and fosters stakeholder relationships.
11. Assists in the development and negotiation of contracts.
12. Plays a key role in evaluating growth and expansion strategies versus consolidation to improve the financial health of the organization.
13. Ensures responsible management of the organization’s funds and securities, including receipt, custody, and disbursement in alignment with organization’s bylaws and policies.
14. Assumes responsibility for additional domains as assigned by the CEO.

**PHYSICAL AND MENTAL DEMANDS**

- The CFO role is largely conducted in an office setting and demands a high level of cognitive function. Regular use of a computer, telephone, and other office equipment is required.
- Consistent, effective verbal and written communication
- Occasional travel and use of personal transportation
- Reading, analyzing, and interpreting complex documents and data
- Visual and auditory accuracy
- Long periods of sitting
- Continuous repetitive grasping and manipulation with both hands
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs
- Understand/carry out simple/detailed, oral/written instructions
- Read and interpret detailed specifications