REPORTS TO:  Chief Financial Officer

EDUCATION:  Bachelor degree in finance/accounting.  Master degree preferred.  
Certificate/License: CPA preferred.

EXPERIENCE: Two years of financial management experience, preferably in a health care organization.

SKILLS: Perform finance and accounting functions, including financial data preparation and analysis, budgeting, and investment review; Maintain knowledge and proper application of the accounting standards and principles; Monitor financial policies, procedures, and internal controls; Lead a dedicated and seasoned team of accountants to provide financial clarity through the production of financial reports and maintenance of accounting records; Direct workflows and evaluate processes seeking increased efficiencies and effectiveness; Identify and resolve problems by exercising strong initiative, judgment, and decision making to mitigate risk and enhance the accuracy and timing of financial reports; Establish and maintain working relationships with all staff and the public; Communicate clearly both verbally and in writing; Serve as a resource for department leads through answering financial related questions and assessing the needs of financial requests to best support Waco Family Medicine’s mission.

PHYSICAL AND MENTAL REQUIREMENTS:  See reverse

PRIMARY DUTIES:

• 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.
• directs financial accounting functions to ensure accurate recording and reporting of clinic financial information.
• proper recording and control of cash receipts/disbursements, recording of fixed assets.
• development of adequate procedures, instructions, controls, records, and receipts.
• works with CFO 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.
• implement strategic timelines and ensure 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.
• builds ad hoc financial reports to meet departmental requests.
• assists CFO in the preparation of major clinic financial reports.
• conducts 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.
• prepares workpapers for annual audit.
• prepares 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 reconciles accounts on a monthly basis.
• performs related work as required.
• prepare manual checks as required.

OTHER DUTIES:

• assist with Administration phones and errands
• periodically audit cash drawers of all cashiers
• other duties as assigned by supervisors

PHYSICAL AND MENTAL REQUIREMENTS:

• possess a valid Texas driver’s license and appropriate liability insurance
• visual and auditory accuracy
• shift length - 8 hours
• indoor setting
• continuous use of computer and calculator
• long periods of sitting
• frequent use of telephone
• continuous repetitive grasping and manipulation of both hands
• continuous conversational communication
• occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
• occasionally carrying, lifting, pushing and pulling of up to 25 lbs
• occasionally working in confined, noisy, dusty areas
• frequent use of personal car
• understand/carry out simple/detailed, oral/written instructions
• memorize and retain instructions
• read and interpret detailed specifications

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

REVIEWED WITH EMPLOYEE:
__________________________  __________________________
Employee                                      Supervisor

__________________________
Date

7/13/2023