



CHIEF FINANCIAL OFFICER JOB DESCRIPTION

Date: 11.2022	Prepared By: Human Resources		
Position Title: Chief Financial Officer		Department: Admin	
Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/>		Pay range: \$120,000-\$150,000	
Reports to: CEO			

Frequent Internal Contacts:	Leadership team	Administrative staff	Board of Directors
Frequent External Contacts:	Vendors	Billing partner	Government agencies

Number of Employees under Supervision and Titles: Finance Manager, Accounting Clerk, Information Technology, Communications and Marketing, Human Resources and Administrative staff.

Job Summary: As a senior level executive reporting to the Chief Executive Officer, the Chief Financial Officer will provide expert counsel, direct the fiscal and administrative operations of ECPS. This includes providing clear, concise financial information, making sound, educated economic decisions for the District and overseeing other administrative functions including Accounting, Information Technology, Human Resources, and Communications/Marketing. The CFO is responsible for overall executive oversight of the District's fiscal function and performance including general accounting, audits, patient billing services, including third-party reimbursement, financial and statistical reporting functions of the organization in accordance with established policies and accounting procedures.

The CFO assists the District's board and CEO in the development of long and short-range operational and fiscal plans, which may include resources availability analyses and cost benefit analyses of proposed capital and staff expansions. The CFO manages the development of long and short-range operational and capital budgets. Prepares presentations as needed and ensures solid financial standing for the District. The CFO oversees general accounting, patient billing, budgeting, financial planning, contracts, grant management, reimbursement, health information management, and payroll.

Values Based Expectations

Expected to act in accordance with our Mission, Vision and Values at all times.

Mission:

Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

Vision:

To be a world leader in out-of-hospital healthcare.

Values:

Integrity

Be honest, committed, and consistent in our words and actions

Excellence

Exceed expectations by continuously improving knowledge, practice, and skills

Community

Be helpful, compassionate, and respectful in all interactions

Patient Advocacy

Act in the best interest of our patients

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

Professionalism

Be loyal, ethical and team oriented

Essential Duties and Responsibilities:

Strategy

- As a true business partner to the CEO and senior leadership, assess organizational performance against both the annual budget and the District's long-term strategy.
- Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Establish yearly objectives for outside consultants. Assist in the selection and engagement of outside consultants (auditors, investment advisors);
- Oversee long-term budgetary planning and fiscal efficiency in alignment with strategic plan.
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group.

Executive Management

- Serve as a member of the senior leadership team.
- Provide strategic financial input in key decisions pertaining to strategic initiatives, operational plans and opportunities.

Financial Planning and Analysis

- Oversee the preparation and maintenance of regular financial planning reports; Monthly profit and loss forecast (vs. budget); Cash flow forecast.
- Provide analyses of financial results, educate on financial impacts and develop recommendations (strategic and tactical).
- Develop analysis of various business initiatives (e.g., community health initiatives, service coverage).
- Develop and maintain capital budget.
- Develop, track and report on KPIs (key performance indicators).

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets. Continuously improve the budgeting process by educating managers on considerations, implications and effects.
- Develop financial business plans and forecasts.
- Participate in District policy development as a member of the senior management team.
- Assist in developing short-, medium-, and long-term financial plans and projections.
- Represent the District to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, partners etc.
- Remain up to date on special district audit best practices and state and federal law regarding special district

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operations.

Accounting

- Oversee the finance department to ensure proper maintenance of all accounting systems and function; supervise finance staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and the District's board
- Oversee audits and proper filing of tax returns, including 990.
- Ensure legal and regulatory compliance regarding all financial functions.

Team Management

- Mentor and develop the team of direct reports, managing work allocation, training, problem resolution, performance evaluation, communication and the building of an effective team dynamic.

Accounting Activities

- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and District/overhead cost allocation.
- Enhance and implement financial and accounting systems, processes, tools and control systems.

Cash Management

- Oversee weekly cash management; Approve weekly payables.
- Oversee AR management and provide support to collections activities.
- Initiate appropriate strategies to enhance cash position.

Revenue Development

- Represent the District in efforts with funding sources and opportunities including procuring grant funding.
- Develop creative strategies for attaining additional lines of revenue.
- Prepare various analyses and reports required for development efforts.

Insurance/Real Estate/Legal Affairs

- Oversee the District's insurance program (i.e. malpractice, liability, etc.).
- Manage the District's real estate affairs as applicable.

Other

- Other duties as assigned.

Essential Responsibilities Related to Client Privacy

- Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures and practices as required by federal and Colorado law and in accordance with general principles of professionalism as a healthcare provider.
- May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.
- Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Expected to actively participate in the District's privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

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Qualifications:

- Minimum of eight years of experience in finance, healthcare finance, government finance or closely related field. Prefer at least five years experience as CFO or equivalent, preferably in healthcare, EMS or government.
- Experience in building teams, resolving conflicts and solving problems.
- Possess and demonstrate an understanding of advanced managerial and leadership principles.
- Possess knowledge of current state and national EMS or health care financial trends.
- Capable and willing to work as a team member demonstrating flexibility and adaptability.
- Previous experience supervising financial staff and other administrative roles.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

Essential knowledge, skills and abilities needed for position:

Area	Comments	Required	Preferred
Education	Bachelor's Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Master's Degree (MBA, MSF or related)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications	CPA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer Operations	Proficient computer skills; the ability to type, keyboard, navigate in various programs. Must possess working familiarity with Microsoft Word and Excel and/or Google Suite and financial reporting programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills	Ability to effectively interact and communicate with Board members, peers, direct reports and District staff. Excellent awareness and interpersonal skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, correspondence, proposals, etc. with a high degree of professionalism and accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Skills	Bilingual in English and Spanish	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reasoning Skills	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must practice sound decision making skills. Excellent analytical and abstract reasoning skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret complex financial data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Emotional Effort	Work environment can be hectic with exposure to highly emotional and stressful situations. Must be able to remain calm and professional in all interactions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

PHYSICAL ACTIVITIES REQUIRED				
Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving, in all weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Typing, using a keyboard or tablet, writing with a pen and paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance (such as stairs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk and hear, in variable conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading papers or on a computer screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work environment is sometimes hectic with periods of high stress. Position requires managing multiple tasks in a time critical manner. Work is primarily performed indoors in an office setting however, may include outside work on occasion. Is a part of the C-suite leadership and may work with the team outside of normal working hours. Some remote work is possible as dictated by business needs.

ACKNOWLEDGEMENT:

I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time.

By signing below you signify that you have read the job posting and you understand, are able and willing to perform the essential functions and duties of the position with or without reasonable accommodation.

Applicant's Name

Applicant's Signature

Date

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