



Chief Financial Officer

Team/Program: Executive

FLSA Status: Exempt

Reports To: President and CEO

Revision Date: 01/01/2010; 02//01/2010;
06/01/2013, 8/2017

Purpose:

The position implements the mission and vision of the organization in cooperation with the executive team by leading, developing, implementing and evaluating strategies to ensure financial forecasting that gives timely indicators of the organization's financial performance. Provides leadership and works with the department directors in the functions of the Accounting, Information Technology, HCI Giving Tree and Materials Management and Facilities, Departments for HCI Care Services and Visiting Nurse Services of Iowa. The CFO serves as an officer of HCI Care Services, Visiting Nurse Services of Iowa and HCI VNS Care Services, the parent organization.

Responsibilities:

Quality of Service

- Monitors all financial, information technology, materials management and facilities operational functions for the organization, HCI Giving Tree and its foundation. Develops and leads provision of services that are relationship focused, customer service oriented and high quality.
- Consistently ensures that the organization is operated in accordance with all applicable governmental, accrediting or licensing organizations, laws, regulations, requirements, standards, and Conditions of Participation.
- Establishes controls to ensure the integrity of the integrated financial accounting software, human resource, information technology, payroll systems and time and attendance systems utilized by the organization and its foundation.

Management of People

- Oversees hiring, developing, coaching and retaining competent staff. Accounts for competency of staff by conducting timely employee performance development reviews.

Management of Resources

- Oversees the annual budget process. Communicates the organization's actual performance versus budgets and objectives to the Executive Leadership Team; Board of Directors, Board of Trustees and the Finance Committees; recommends growth strategies that identify areas of improvement and performs financial modeling and analysis.
- Participates in the selection of cost-effective employee benefit plans and other fringe benefits that attract and retain qualified individuals. Oversees design, implementation and timely wage calculations for the staff.
- Participates in identifying and contacting cost effective vendor sources. Establishes appropriate professional and public relationships that encourage and develop short-term and long-term stability to the organization.
- Oversees employee retirement plan; analyzes and benchmarks the annual average rate of return, complies with fiduciary responsibilities and availability of education to employees regarding the organization's retirement plan options. Serves as co-fiduciary with the President and CEO on the entity's 401k plan.
- Monitors treasury and banking activities of the organization to ensure adequate cash flow and assists with business funding decisions. Ensures proper stewardship of investments in accordance with board policy.

- Manages relationships with external auditors.
- Supports the materials management director in providing advice and recommendations to the President and CEO and Board of Directors regarding construction, alterations, maintenance, materials, supplies, equipment and services. Assures the organization maintains infrastructure capable of supporting organizational growth and compliance needs.
- Supports the materials management director in overseeing the security, care, and maintenance of all the organization's physical assets and facilities.
- Supports the information technology director in leading and monitoring the development, maintenance, access, privacy and security of accurate, reliable electronic information systems including coordination of computer software and hardware and all telecommunications.

Leadership/Mission Focused

- Attends board and subcommittee meetings; leads the audit, investment and treasury functions of the finance and audit committees.
- Supports the directors in implementing Finance, Human Resource, Information Management and Property Management policies established by the Board of Directors; directs their administration and execution.
- Collaborates with other department leaders to prepare for critical business opportunities and initiatives.
- Reports any significant deficiencies in internal controls, irregularities or accounting differences in financial statements to the organization's audit committee.
- Values learning. Engages in opportunities for learning and self-development. Facilitates learning and growth in others.
- Represents the organization in a professional manner by demonstrating the organizations values at all times. Purposefully conducts all aspects of the job with integrity and in an ethical manner.
- Accepts responsibilities of an executive including: developing strategic plans; creating, implementing and interpreting policies and procedures; developing continuous quality improvement initiatives and environment; accepting responsibilities of administrator on-call; facilitating board activities and responsibilities; representing the organization to civic and professional organizations.
- Supports and promotes a culture of compliance and ethical business conduct.
- Complies with and cooperates fully in all components of the organization's corporate compliance program.
- Acts in accordance with and adheres to all applicable regulatory and legal guidelines.

Leadership Standards:

- Complies with all established policies, procedures and guidelines, including state and federal regulations, to assure safe practices and quality services
- Ensures stewardship of financial resources
- Represents the organization in a professional manner and promotes a culture of integrity, respect, compassion, excellence and teamwork
- Establishes and maintains collaborative professional relationships within the organization and community
- Engages in opportunities for professional and leadership development
- Demonstrates ability to handle multiple priorities in an organized manner, make timely decisions, and exercise sound independent judgment
- Demonstrates commitment to continuous quality/performance improvement through development, implementation, monitoring and reporting of the balanced scorecard
- Recruits, hires and retains talented, qualified staff who share the organization's values
- Clearly communicates roles, responsibilities, performance standards and expectations to staff
- Ensures staff have the necessary training and skills needed to be effective team members
- Regularly checks in with staff to provide constructive feedback and discuss progress towards goals, offering coaching, support or guidance as needed

- Clearly communicates organization objectives to staff, preserving confidentiality as needed
- Conducts timely performance reviews according to organization policy
- Addresses performance or conduct issues immediately and provides effective counseling and corrective action as needed
- Recognizes and celebrates staff accomplishments and exceptional performance and services

Qualifications:

- Master's degree in business administration, public administration, accounting or related field preferred or commitment to obtain within 5 years.
- At least 3 years' experience in healthcare finance or 7 years in general finance.
- Experience in investment stewardship and strategy preferred.
- At least 5 years' experience in a related leadership capacity.
- Knowledge/Skills/Abilities:
- Knowledge of generally accepted accounting principles preferably in a not-for-profit and healthcare environment.
- Knowledge of current leadership and management practices with strong human relations skills. Ability to motivate others.
- Knowledge of data management techniques, assess needs and implement electronic data tools.
- Ability to work within a continuous quality improvement environment.
- Ability to prioritize, organize, make timely decisions and exercise sound, independent judgment.
- Strong keyboarding and computer skills and ability to learn work-related software.
- Ability to develop and maintain strong business relationships through public contact.
- Strong communication and presentation skills: verbal and written.
- Ability to identify, analyze and interpret multiple parameters joining fiscal and non-fiscal data.
- Other Requirements/Certifications:
- Active CPA or CMA designation required.
- Iowa licenses and certifications as applicable to credentials.
- Professional designations for finance, data management and are encouraged.
- Must have valid driver's license, auto liability insurance and reliable transportation if driving is required.
- Successful completion of pre-employment physical, drug screen, 2-step TB test and background check

Working Conditions:

- Physical requirements: Sedentary work exerting up to 10 pounds occasionally, and/or a small amount of force frequently to move objects, including the human body
- Physical activities: Reaching, Standing, Walking, Pushing, Pulling, Lifting, Talking, Fingering (picking, pinching, typing, etc.)Hearing, Grasping (applying pressure with fingers and palm),Repetitive motions, Feeling (perceiving size, shape, texture, temperature by touching),Visual acuity (field of vision for analyzing data, viewing computer, using measurement devices, operating machines, determining accuracy or neatness, and/or making general observations)
- Environment: Work is primarily performed in a climate controlled environment with minimal safety/health hazard potential
- Time: Ability to be flexible with a varying schedule and programmatic requirements
- Travel: Required between locations

These characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all-inclusive. You may be required to perform other duties to meet the on-going needs of the organization.

HCI Care Services and VNS of Iowa is an equal opportunity employer. Employment practices are implemented without regard to race, creed, color, sex (including pregnancy), sexual orientation, gender identity, citizenship, national origin, religion, veteran status, genetic information or on the basis of age or physical or mental disability unrelated to ability to perform the work required.