

POSITION DESCRIPTION

TITLE OF POSITION: Chief Financial Officer

NATURE OF POSITION: Directs, coordinates and administers all financial transactions for Arkansas Verdigris Valley Health Centers, Inc. in such manner that ensures the integrity, accuracy and transparency for the financial reporting and security of the assets of the organization. This includes budgets, forecasts, capital planning and analysis, systems development, purchase and expenditures, accounting, payroll, cash management including the maintenance of financial records and preparation of fiscal reports. Provides strong leadership and positive coordination with the positive morale, high productivity and effective recognition and consideration of the financial aspects of all decisions.

QUALIFICATIONS:

- A. Graduate of accredited university with a degree in accounting or finance.
- B. Three to five years of experience as finance manager or accountant.
- C. Knowledge and experience with establishment and maintenance of computer programs related to collection of financial data.

SALARY GRADE AND CLASSIFICATION: Non-exempt

RESPONSIBLE TO: Executive Director/CEO

RESPONSIBILITIES:

- A. Assumes responsibility for assisting Executive Director in securing grant funds
- B. Responsibility for productive supervision of finance staff and fiscal operation of Arkansas Verdigris Valley Health Centers, Inc. This includes preparation of the budget and financial statements, forecasts, client billing and third-party reimbursement, inventory control, insurance and supervision of payroll.
- C. Optimizes cash flow through aggressive management of payables and receivables and other fund sources.
- D. Analyzes and interprets financial data and develops reports to reflect internal economic conditions and trends.
- E. Development of clear and informative methods and media for presenting and reconciling financial data, capital investment, special project and studies regarding finance.
- F. Development of effective policies and procedures relating to finance, as well as maintenance of accounting procedures manual.
- G. Preparation of and presentation of meaningful financial reports for Board of Directors monthly meetings.
- H. Direction and control of comprehensive budget preparations.
- I. Prepares all fiscal reports in compliance with regulations. Some of these are UDS, Medicaid/Medicare Cost Reports and Indirect Cost Reports.
- J. Coordinates material for annual audit.
- K. Reviews and approves all cash disbursements.
- L. Responsible for accurate maintenance or records of all fixed assets and depreciation schedule.
- M. Acts as liaison with all departments to ensure equipment control.
- N. Responsible for preparation of all tax returns.
- O. Completes year-end IRS Reports and prepares related reports as needed.

- P. Responsible for supervision of general ledger preparation and coordination of material for computer service center.
- Q. Interpretations of regulations applicable to health care financing.
- R. Performs other related duties related to work described herein.