Job Title: Chief Financial Officer

Reports To: Chief Executive Officer

Department: Administrative

Position Number:

FLSA: Exempt

Employment Type: Full-time

MISSION: To inspire health, wellbeing and humanity in our community, through all of life’s stages.

JOB SUMMARY: Looking for a hands-on Chief Financial Officer (CFO) to direct and oversee all the organization’s financial activities to ensure integrity of all financial transactions, build financial sustainability, and safeguard the assets of Tepeyac Community Health Center. This includes overseeing the finance department, including accounts receivable, accounts payable, payroll, revenue cycle management, grants management, preparing the financial statements and presenting them to the Board each month, preparing the annual budget and approving procurement requests accordingly, and preparing forecasts for business growth and general economic outlook. Knowledge of FQHC reimbursements and managing new market tax credit financing models is a plus.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Financial Management

- Strategic thought partner with CEO and CAO to identify diversified revenue models to enhance organizational sustainability.
- Solutions focused in identifying ways to create a financial system that has adequate bandwidth and agility to absorb unexpected needs.
- Ability to lead the organization in getting better initiatives that drive financial efficiency such as expense management while also getting different initiatives such as maximizing new opportunities.
- Identify opportunities for expansion into new services as well as identify when the organization needs to contract services and recommend strategies for each.
- Oversee the preparation of the monthly financial reports (including budget-vs-actual variances).
- Prepare budgets for the organization, departments, and programs.
- Oversee fiscal management, analysis, and forecasting.
- Maintain fixed asset system and perform related accounting.
- Oversee all accounting functions and supervise staff responsible for accounts payable, accounts receivable, payroll, revenue cycle management, and grants management. Provide supportive coaching, feedback, training opportunities and corrective actions as needed.
- Create and implement policies and procedures for the finance department to streamline workflows, improve efficiencies, and stay in compliance with federal regulations and GAAP.
- Oversee financial budgeting, forecasting and cash flow management.
- Draft grant budgets in conjunction with stakeholders and the Grants Manager, review grant contracts, and ensure invoicing and accounting on all grants and government contracts including payroll allocation, is completed in a timely manner.
- Create a grant management process and workflow to manage financial reporting of multiple grants and share monthly reports with executive team and Tepeyac’s Board of Directors.
• Ensure compliance with all financial HRSA requirements and report all financial data through the Uniform Data System (UDS). Actively monitor changes in reimbursements programs such as Medicaid and Medicare.
• Coordinate the annual audit, tax return preparation, and provide requested supporting schedules.
• Work with the CEO and Board regarding the investment of funds to maximize the return on capital.
• Create and review all new and existing contracts, and monitoring contract system. Responsible for managing all aspects of the vendor contracting and BAA process, including identifying when contracts are needed.
• Oversee investment of funds and leads strategies to raise additional capital.
• Project management and performance improvement skills to implement initiatives based on data informed decisions.
• Maximize existing fee for service revenues, while also creating the systems and structure for generating a higher percentage of revenue from value-based care and population health strategies while maintaining Tepeyac’s mission of providing affordable healthcare.
• Evaluate and create sound fiscal policies and standards of practice for the organization, including financial internal controls, sliding fee scale, patient charges, and revenue cycle adjustments.
• Develop departmental goals and monitor performance in relation to those goals.

Strategic Growth and Financial Planning
• Study long-range economic trends and project company prospects for future growth. Identify opportunities for increasing financial stability.
• Work with capital campaign stakeholders to determine requirements for capital, land, buildings, and staffing to enable Tepeyac to increase the number of patient visits annually. This includes long-term financial modeling (including the effect of alternative payer-mix assumptions) and cost management in alignment with Tepeyac’s strategic goals.

OTHER DUTIES AND RESPONSIBILITIES:
• Attend required internal meetings, trainings, and events.
• Other duties as assigned.

EDUCATION AND EXPERIENCE:
Minimum Education:
• Bachelor’s degree in Accounting or Finance, CPA strongly preferred.

Minimum Experience:
• At least 7 years of experience managing the accounting and finances of a high growth $5 million or larger organization. Nonprofit experience preferred.
• Experience working in the Federally Qualified Health Center (FQHC) or other health provider environment desired.
• Experience leading annual audits, identifying internal control weaknesses, and taking corrective action, implementing best practices, and organizational strategic planning.
• Proficient in the use of accounting software to ensure accurate financial information; preference given for experience with SAGE accounting system.
• Knowledge collecting supporting data to facilitate the completion of Medicaid and Medicare Cost Report desired.
• Experience creating and presenting financial dashboards for communication to leadership, various committees, and Board of Directors.
KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the healthcare business/financial environment.
- Must be able to analyze financial and operating data and make recommendations based on this analysis.
- Excellent verbal and written communication skills.
- Excellent analytical and organizational skills
- Bilingual (Spanish) ability a plus.
- Must be proficient in the use of Microsoft Office.
- Must have the ability to effectively work with all Tepeyac leadership, managers, and employees in addition to outside vendors.

Supervision: This position directly supervises the Finance/Accounting Team and the Grants Manager.

Pay and Benefits: Tepeyac Community Health Center offers a comprehensive compensation package to all full-time employees. Benefits include medical, dental and vision insurance, a flexible spending account, a 401k, disability insurance paid for by Tepeyac, nine paid holidays, approximately four weeks of paid time off each year and over a week of sick time. The annual range for the CFO is $120,000 to $140,000, depending on experience. After the initial onsite onboarding and training period the first three months, this position can be remote one or two days per week.

If you are interested in applying, send your cover letter and resume to hr@tepeyachealth.org. We look forward to hearing from you!

As required by Colorado’s CMS Vaccine Mandate, all Tepeyac Community Health Center employees must be fully vaccinated against COVID-19, subject to the requirements of the American with Disabilities Act (42 U.S.C. § 12101 et seq.), Title VII of the Civil Rights Act (42 U.S.C. § 2000e et seq.), the Colorado Anti-Discrimination Act (C.R.S. § 24-34-401 et seq.), and any other relevant federal or State law. As such, all persons offered a position will be required to provide valid proof of vaccination prior to starting employment.