



Chief Financial Officer

Reports to: Chief Executive Officer

JOB DESCRIPTION: The CFO is responsible for developing, designing and maintaining the strategic financial plan and annual operating budget that allows Ethne to deliver high quality, high-value medical services in accordance with its organizational mission, vision, and values.

This includes the following:

- Prepare monthly financial reports
- Interpret current financial trends and respond with recommendations for appropriate action
- Provide a financial analysis of new programs and business developments
- Assist in revenue management and cost containment strategies
- Preparation of financial statements, when needed
- Provide decision support and cost accounting
- Oversight of disbursements and receivables processes
- Creation of the annual budget
- Tax return preparation and tax planning
- Development of reimbursement strategies and processes
- Management of employee payroll processing
- Assist in the negotiation of contracts and agreements with third parties
- Oversee the yearly audit
- Collection of daily cash for deposit and funds received from donors and grantors
- Oversight of all of Ethne's banking accounts
- Liaise with Medical Billing as necessary
- Perform other related duties and participate in special projects as assigned:
 - Assisting in the maintenance of Federal and Legal compliance standards
 - Managing provider liabilities along with other insurance policies
 - Management of various grant and donor-appropriated funds
 - Assist in grant tracking and reporting
 - Assist in the development and tracking of the 340B drug discount program.



POSITION REQUIREMENTS

Skills:

- Adaptability
- Excellent communication skills with patients and staff
- Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.
- Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among Ethne Health staff and patients, treating others with kindness and professionalism in all they do.
- Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
- An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.
- Clear and concise written and verbal communication skills for communicating coherently and professionally with patients and co-workers.
- Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of Ethne Health.
- Strong ability to be a clinical leader in the organization and guide a team of medical support personnel. Ability to delegate appropriate tasks.

Education:

Bachelor's Degree or higher. CPA preferred but not required. Finance or CFO experience preferred.

Compensation and Benefits

- Annual Salary: \$70,000 to \$85,000
- 6 weeks of maternity leave/2 weeks paternity leave, as needed
- PTO accrued at a rate of 0.058 per hour worked, after 90 days (3 weeks per year)
- Off all holidays and clinic closures.
- Benefits- health, dental, vision, life insurance

Please email cover letter and CV to Dr. Robert Contino - robert.contino@ethnehealth.org