



## **Vice President / Chief Financial Officer**

Position Type: Full-time

FTE: 1.0

Schedule: Monday – Friday

Hours: 8:00am – 5:00pm, some flexibility required

### **Overview**

Neighborhood Health (NH) is a Federally Qualified Health Center (FQHC). The VP / Chief Financial Officer (VP / CFO) reports directly to the President / CEO and serves as a member of the Executive Leadership Team. The VP / CFO is responsible for the following duties:

1. Plans, develops, organizes, implements, directs, and evaluates NH's fiscal functions.
2. Coordinates with the President / CEO on the long-range financial development and management of NH by implementing and assuring proper budgeting and financial controls to safeguard the assets of the clinic.
3. Establishes and maintains an internal control system that is appropriate to the size and complexity of NH, reflects GAAP, and separate functions to safeguard assets.
4. Develops the annual budget, monitors the financial health of NH, and reports issues to the President / CEO and Board of Directors.
5. Oversees operating budgets and exercises control to ensure expenditures do not exceed budgetary limits without exceptional circumstances.
6. Ensures that various fiscal deadlines are met and appropriate data provided.
7. Prepares reports pertaining to FQHC financial activities including budgets, Medicare Cost Report, Federal Financial Report, annual audit, UDS, wrap payments, and federal grant forms.
8. Develops and implements procedures relative to patient accounts and reimbursements by patient, insurance, and other third party payers.
9. Ensures that NH has appropriate insurance coverage to protect operations, facilities, employment assets, and services.
10. Reviews and makes recommendations for improvements to the sliding fee and collection policies.
11. Oversees the Finance, Grant, Billing, Insurance Enrollment, and outsourced IT functions.

This position will supervise 1 Controller, 1 Billing Coordinator, 1 Enrollment Coordinator, 1 Grant Writer, 1 EHR Specialist, and the outsourced IT functions. The supervision of these teams includes holding regular meetings with staff, creating, and directing workflows to create efficient processes with staff, handling the timekeeping and approval of hours, completing performance appraisals.

## **Required Qualifications**

Education:

- Bachelor's Degree in Finance / Accounting

Experience:

- Three years of experience in financial management, including two years in a health care or non-profit organization.
- Experience in an FQHC / CHC
- 1-2 years of employee supervision.

## **Required Skills / Abilities**

1. Accounting with strong finance, budgeting, and analysis experience.
2. Knowledge of state and federal laws, as pertaining to HRSA / BPHC regulations and policies.
3. FQHC wraparound procedures.
4. Practice Management and Electronic Medical Records.
5. Cost Report and 330 Grant management and reporting.

Demonstrated Evidence of:

1. Superior written, verbal, and public relations skills.
2. Excellent collaboration, leadership, and interpersonal relations skills.
3. Ability to develop and implement strategic policies in a team-based decentralized environment.
4. Ability to make sound decisions and creatively solve problems.
5. Knowledge of clinical data report writing tools and Excel software.
6. Ability to train others and effectively transfer knowledge.

## **Preferred Qualifications**

Master's Degree:

- MBA or MHA or MPH

Experience in a Senior Financial Leadership Position

- CFO, Fiscal Manager, Officer or Director

Knowledge of:

- eClinicalWorks (eCW), Practice Management and Electronic Health Record Systems
- Blackbaud

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)