

Trillium Health Job Descriptions

Title: Sr. Vice President, Chief Financial Officer

Division: Executive

Department: Operations

FLSA Status: Exempt

Reports To: President, Chief Executive Officer

Matrix Reports:

Direct Reports: Associate Vice President, Finance;
Director, Strategic Sourcing and Cost Analysis

Employee Review:	Date:
Supervisor Review:	Date:
HR Review:	Date:

Purpose: Under the strategic direction of the President, CEO , the Chief Financial Officer oversees and directs Trillium Health's supply chain and financial management including, budgeting, cost report preparation, accounting, revenue cycle, billing and collection and financial reporting, and is responsible for anticipating, managing and evaluating Trillium Health's financial performance. The Chief Financial Officer is a member of Trillium Health's Executive Team and works collaboratively with the Chief Executive Officer to ensure the provision of timely and accurate operational and financial reporting and the financial soundness of Trillium Health.

Exhibits and promotes a standard of excellence in the performance of all duties and interactions with patients, co-workers, and outside contacts.

Key Job Responsibility Areas

1. Finance, Accounting, Billing, Reimbursement, Supply Chain and Cost Analysis
2. New Business Development
3. Senior Management
4. Leadership/Management
5. Miscellaneous

Detail of Key Job Responsibility Areas

1. Finance, Accounting, Billing, Reimbursement, Supply Chain and Cost Analysis
 - A. Plan, develop, organize, implement, direct and evaluate the organization's fiscal functions and performance.
 - B. Provide strategic oversight and direction to a team of Finance, Accounting, Billing Supply Chain and Coding professionals.
 - C. Assess and implement efficiencies to improve and monitor revenue cycle and implement strategies in collaboration with other executives to manage cost of care and service delivery.
 - D. Lead the development and implementation of all policies and procedures relating to the financial activities of the organization. Ensure all financial activities are conducted according to recognized financial principles and government regulations.
 - E. Provide leadership and technical guidance in reviewing, analyzing, evaluating and reporting on the financial performance of programs and cost centers and ensure the effective integration of

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financial management systems.

- F. Summarize Trillium Health's results of operations, submits financial statements, identify problem areas, and make corrective action recommendations to the CEO for review.
 - G. Oversee the preparation of cost reports and prepare financial statements to the Board and all funding agencies as required.
 - H. Monitor and assess the execution of financial management systems and financial services including organizational investments and banking relationships.
 - I. Direct the preparation of annual budget in collaboration with the CEO, and other members of the executive team.
 - J. Oversee the annual audit, cost reporting, IRS 990 and other financial reporting requirements.
 - K. Assist Trillium Health Management to identify budget variances and provide technical financial advice and knowledge.
 - L. Provide technical financial advice and knowledge to others as appropriate.
 - M. Oversee cash flow projection process and reporting to monitor cash threshold requirements to meet operating needs.
 - N. Lead the development and implementation of new strategies with other executives to reduce the cost of care.
 - O. Oversees the fiscal support for new and management of grants and ensure fiscal compliance with funding agencies.
2. New Business Development
- A. Support the identification and exploration of opportunities for growth and new program development with financial information and expertise.
 - B. Develop business plans to assess new business opportunities.
 - C. Provide strategic financial input and leadership on decision making issues affecting the organization; i.e., evaluation of expansions and potential alliances, acquisitions and/or mergers.
 - D. Function as an effective developer of solutions to business challenges.
3. Senior Management
- A. Participate in the development of the organizations plans and programs as a strategic partner.
 - B. Meet regularly with Executive Leadership to provide fiscal direction and support to address operational issues and barriers.
 - C. Serve as active member of the Executive Leadership Team.
4. Leadership/Management
- A. Provide supervision and leadership to direct reports.
 - B. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
 - C. Mentor and develop staff using a supportive and collaborative approach on a consistent basis.
 - D. Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustment.

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- E. Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
5. Miscellaneous
- A. Requires the ability and commitment to respect and support inclusiveness and diversity including but not limited to individuals of different backgrounds, cultures, races, ages, sexual orientations, gender identities or expressions, experiences, opinions, etc.
 - B. Requires individual demonstration of commitment to the One Trillium behaviors, diversity and inclusiveness, modeling them in the organization.
 - C. Responsible for maintaining confidentiality of all patient, client, employee, protected and proprietary information.
 - D. Employees are accountable for meeting the performance standards of their departments and must participate as requested in compliance audits, process improvement and quality improvement plans.
 - E. Other specific duties as assigned.

Qualifications

Candidate will demonstrate outstanding skills in:

- Finance and administration
- Leadership and professional development of others
- Advancing non-profit mission
- Strategic thinking

Master's degree in Business Administration, Finance or Accounting or CPA preferred. Bachelor's degree in Finance or Accounting, healthcare financing required. Minimum of 10 years' experience in the field of Accounting or Finance, minimum of 5 years at the executive level. Experience in the healthcare sector and/or Federally Qualified Health Center desirable. Knowledge of non-profit leadership, health care delivery, human services, and financing preferred.

Competencies

- Financial Management
- Business Acumen
- Communication and interpersonal relations
- Ethical Conduct
- Leadership
- Performance Management
- Personal Effectiveness/Credibility
- Problem Solving/Analysis
- Strategic Thinking

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- Technical Capacity

Work Activities

- Securing information needed to do the job
- Monitoring operational systems and processes
- Evaluating information against standards
- Developing objectives and strategies
- Making decisions and solving problems
- Updating and using job-relevant knowledge
- Scheduling work and activities
- Organizing, planning and prioritizing
- Implementing ideas, programs, etc.
- Communicating at multiple levels
- Establishing and maintaining relationships
- Building teams
- Mentoring, coaching and advising others
- Conflict negotiation and resolution
- Leading/Facilitating Meetings

Physical Requirements

While performing the duties of this job the employee is required to stand, sit, walk, use hands to finger, handle, or feel; reach with hands and arms, talk and hear. Occasionally the employee must stoop, bend and lift or move up to 25 lbs. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.