

Job Title: Chief Financial Officer  
Reports to: Chief Executive Officer

Department: Finance  
Effective Date: 09/21/2023

Ocracoke Health Center, Inc is a 501c3 organization committed to always providing excellent care to our community. We believe that medicine is an art as well as a science and are committed to delivering quality healthcare to the whole person. We partner with our patients and their families to provide a medical home that is respectful, compassionate, accessible, and comprehensive. We offer services including behavioral health, primary care, in-house pharmacies, pediatric care, migrant & seasonal farm workers, telemedicine, dental health, and MVP program.

#### Job Summary:

Ocracoke Health Center, Inc has an opportunity for a Chief Financial Officer. The CFO will take a hands-on approach in providing leadership and direction to the financial department for the overall fiscal responsibility of the organization while overseeing three health centers in Ocracoke, Engelhard, and Manteo, NC. Our successful CFO will facilitate a relationship between the company and all external accounting audit or fiscal organizations. This is a remote hybrid position with some travel between centers.

#### Supervisory Responsibilities:

- Oversees the daily workflow of the Revenue Cycle Manager and AP/Payroll.
- Provides constructive and timely performance evaluations for the finance department of 2, and subject to change based on operational and personnel needs.
- Handles discipline and termination of employees in accordance with company policy.

#### Duties/Responsibilities:

- Administers the general accounting, patient business services, including third party reimbursement, financial, and statistical reporting functions of the health centers in accordance with established policies and accounting procedures.
- Provides formal or informal direction in data processing, distributed systems, material management and medical records functions.
- Trains subordinates on the above areas and monitors performance to ensure fiscal responsibilities are fulfilled.
- Facilitates the financial relationship with external fiscal organizations such as outside vendors, banks, audit companies, insurance companies, etc.
- Manages all bank accounts and banking relationships
- Facilitates the grant management reporting cycle requirements including the annual HRSA UDS Report
- Assists the CEO in the development of long and short-range health center operations plans that may include service demand analyses, resources availability analyses and cost benefit analyses of proposed capital and staff expansions.
- Develops long and short-range operational and capital budgets, which are supported by the organization's long and short-range plans and objectives.

- Prepares cash flow analyses and budget variance analyses.
- Recommends budget modifications as required. Assists leaders in the development of departmental budgets.
- Monitors, interprets, and analyzes health center financial performance in realizing established plans and objectives of the organization.
- Identifies and reports undesirable trends and potential business opportunities and makes recommendations for action.
- Directs the preparation of internal financial reports including work papers for annual financial audit.
- Assures the timely and accurate preparation of financial reports and assures that the reports reliably reflect the financial position of the organization.
- Assumes a lead role in analyzing and exploring means of reducing health centers' operating costs and increasing revenues based on knowledge of market trends, financial reports and operating procedures.
- Responsible for direction and submission on a timely basis all financial data associated reports required by HRSA and other regulated agencies including payroll tax reports, public disclosure reports and third-party payor cost reports.

#### Required Skills/Abilities:

- Strong analytical skills and experience working with and presenting to the board of directors
- Experience and ability to identify stakeholders' needs and concerns and provide proactive solutions
- High personal and professional integrity
- Experience and ability to work independently, as well as with and across all levels of management and line staff, and to influence and collaborate in a diverse and cross-functional workplace
- Proficiency in MS Office and fund accounting software
- Excellent attention to details, ability to communicate effectively and manage multiple deadlines and priorities
- Ability to adapt and respond to changing work situations and environments

#### Education and Experience:

##### Required:

- Bachelor's Degree in Accounting or Finance and knowledge of GAAP.
- At least 5 years in executive leadership role for finance/accounting.

##### Preferred:

- CPA and/or Master's Degree

- Demonstrated financial leadership experience in a non-profit healthcare setting
- At least 7+ years of experience in an executive financial leadership position in a public/private/nonprofit environment
- Progressive management experience with excellent supervisory, coaching skills and strong, demonstrated facilitative leadership skills

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.