

## **MISSION STATEMENT:**

Clínica Tepeyac's (Tepeyac) Mission is to provide culturally competent health care and preventive health services for the medically underserved.

Now in its 23rd year, Tepeyac is a community health center providing integrated physical and behavioral health care to almost 5,000 individuals from across the Denver metro area annually. Clínica Tepeyac has distinguished itself as a dynamic organization dedicated to eliminating health disparities, with a particular strength serving Latino and immigrant communities. Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treating each patient with the highest level of respect and compassion. Clínica Tepeyac is actively pursuing a strategic vision to more than double patient visit capacity, with the addition of pharmacy and dental services in the next 3-5 years.

## **CFO JOB SUMMARY:**

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 the organization. This includes supervision of staff from the Accounting (2), Billing (2), and Information Technology (2) departments. Additional responsibilities include ensuring the invoicing a high volume of grants and contracts, preparing all financial and monthly reports, coordinating benefits vendors and delivery with the HR manager, overseeing IT support, and forecasting for business growth and general economic outlook. The leadership of Clínica seeks a candidate who is interested in and able to grow with the organization. Knowledge of FQHC reimbursements.

## **A. MINIMUM QUALIFICATIONS:**

- **Education:** Bachelor's degree required, strong preference for a major/emphasis in Accounting, Business and/or Finance.
- **Experience:**
  - 5-7 years of experience managing the finances of a high growth \$2 million to \$5 million organization (preference given to nonprofit experience).
  - Experience working in the Federally Qualified Health Center (FQHC) environment desired.
  - CPA designation or advanced degree along with 8-10 years of financial management and nonprofit accounting experience with increasing responsibilities preferred.
  - 5-7 years of experience managing the finances of a high growth \$2 million to \$5 million organization (preference given to nonprofit experience).
  - Extensive 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 Abila's MIP system.
  - Knowledge collecting supporting data to facilitate the completion of a Cost Report desired.
  - Creating and presenting financial dashboards for communication to; leadership, various committees and Board of Directors.
  - Technologically savvy, with demonstrated experience of having worked with IT staff to develop and implement new processes and systems that improves efficiency. Proficient at interpreting a strategic vision into an operational model.

- **Certification/Licensure/Registration:** Valid Driver's License.
- **Ideal Candidate:** Will have strong initiative and passion to provide healthcare to the underserved.

## **B. ESSENTIAL DUTIES & RESPONSIBILITIES:**

- **Financial Management**

- Prepares and reviews monthly all financial reports, (i.e. income statements, balance sheets, operating budget and variances, Board reports, department and program budget, fixed assets).
- Oversees all accounting functions and supervises accounting staff on accounts payable, accounts receivable, cash, and payroll.
- Oversees financial forecasting, and cash flow for administration, clinical operations and existing programs.
- Maintains a daily cash flow analysis and management to avoid use of the line of credit.
- Collaborates with program directors when developing new program to create budgets, set proposed rates, and recommend staffing patterns for these new programs.
- Drafts grant budgets in conjunction with stakeholders and the Grant Manager, reviews grant contracts, and is responsible for ensuring the invoicing and accounting on all grants and government contracts.
- Meets monthly with department directors to review departmental and program budgets, discuss grant-funded activities, and provide updates on the financial status of the organization.
- Actively monitors changes in reimbursements programs such as Medicaid.
- Convenes department heads early each fall to draft the operating budget for the following year., as well as forecast budget needs.
- Coordinates the annual audit for the organization and reviews the tax returns.
- Supervises investment of funds to maximize the return on capital.
- Capturing financial data specific to Federal and State indigent care programs such as; Primary Care Fund, CICP, etc.
- Reviews and approves all contracts with a financial component.

- **Operational Management**

- Oversees all vendor relationships and collaborates with colleagues on reviewing and selecting vendors (i.e. analyze organizational needs, secure multiple bids, assess and recommend).
- Coordinates employee benefits and organizational insurance vendors with the Human Resources Manager to ensure Tepeyac is protected while minimizing risk. Is well-versed in and ensures compliance with relevant federal and state regulations (FMLA, ADA, DOL Wage and Hour law).
- Analyzes operations to pinpoint areas that need to be reorganized, downsized, or eliminated.

- **Strategic Growth and Financial Planning**

- Ensures compliance with all financial HRSA requirements and reports all financial data through the Uniform Guidance System (UDS).
- Studies long-range economic trends and projects company prospects for future program growth opportunities for acquisitions or expansion into new program and revenue areas.
- Estimates requirements for capital, land, buildings, and staffing to enable the organization to double the number of patients served to over 30,000 patient visits. This includes long-term budgetary planning and cost management in alignment with the organization's strategic goals.

- Maintains a work plan that ensures and documents that all critical issues are being addressed.
- Maintains a current understanding of financial management best practices and legislative changes to insure compliance with all regulatory and administrative guidelines
- Special projects as required and other duties as assigned.

#### **Knowledge, Skills & Abilities:**

- Knowledge of the healthcare business/administrative environment.
- Excellent verbal and written communication skills.
- Excellent analytical and organizational skills
- Bilingual (Spanish) ability a plus.
- Analytical Skills: Works with large amounts of data: facts, figures, and number crunching. Will need to see through the data and analyze it to find conclusions.
- Communication Skills: Ability to are often called to present their findings, or translate the data into an understandable document. Will need to write and speak clearly, easily communicating complex ideas and create accurate and easily understood visual representations of data when necessary.
- Critical Thinking: Must be able to analyze numbers, trends, and data and come to new conclusions based on the findings.
- Attention to Detail: Make vigilance in analysis to come to correct conclusions.
- Math Skills: Math skills to estimate numerical data and identify inconsistencies.
- Must be proficient in the use of commercial software including; Word, Excel, and Power Point.
- Must have the ability to effectively work with all Clínica Tepeyac leadership, managers and employees in addition to outside vendors.
- **Respect**- Values culturally competent approach to working with low income and ethnic minority communities is a must.
- **Teamwork** – Contributes to building a positive team spirit; puts success of the team above own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team settings
- **Customer Service** – Strong customer service skills exhibited in excellent, unbiased and culturally appropriate customer service to patients and the community; ability to handle difficult and angry people constructively; savvy enough to interact with physicians and clients
- **Interpersonal Skills** – Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative manner, not blame; keeps emotions under control
- **Cost and Time Consciousness** – Must know how to manage time and prioritize activities
- **Diversity** – Shows respect and sensitivity for cultural diversity
- **Ethics and Professionalism** – Treats people with respect and consideration regardless of their status or position and is accountable for own actions
- **Organizational Support** – Follows policies and procedures established by Tepeyac; visible to staff, offering support and modeling service behaviors and concern resolution process
- Safety, Confidentiality and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Maintain a secure and trusting environment as required by the Health Insurance Portability and Accountability Act (HIPAA).
- **Attendance/Punctuality** – Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to.
- **Engagement** – Required to attend and participate in two organizational fundraiser events per year.

#### **C. SUPERVISION:**

- Accounting (2), Billing (2), and Information Technology (2).

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**POSITION TYPE/WORK SCHEDULE:** This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.