

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 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.

CFO JOB SUMMARY:

A Controller pursuing a CFO opportunity during an exciting time of growth 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. Additional responsibilities include ensuring the invoicing grants and contracts, preparing all financial and monthly reports and 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:** A minimum of 5 years' experience in the role as Controller.
- **Preferred 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.
 - Advanced degree along with 8-10 years of financial management as a Controller and nonprofit accounting experience with increasing responsibilities preferred.
 - Knowledge collecting supporting data to facilitate the completion of a Cost Report desired.
- **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.
 - 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.
 - Actively monitors changes in reimbursements programs such as Medicaid.
 - Capturing financial data specific to Federal and State indigent care programs such as; Primary Care Fund, CICP, etc.
- **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.

Knowledge, Skills & Abilities:

- Knowledge of the healthcare business/administrative environment.
- 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 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.
- 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).

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.