

FORKS COMMUNITY HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Chief Financial Officer
DEPARTMENT:	Administration
SUPERVISOR:	Chief Executive Officer
DEPARTMENT HEAD:	Chief Executive Officer

I. **JOB SUMMARY**

Responsible for administrative leadership and supervision of designated internal functions of the organization. Directs departments and financial functions connected with the overall operation of the health system. Primary objectives include efficient staffing and operation, fiscal performance, and ensuring support and implementation consistent with the organization's mission, values and strategic plan.

Also responsible for the direct support of the Administrator/Chief Executive Officer and administrative duties and responsibilities in the CEO's absence.

DEPARTMENT/TEAM MISSION

The Office of Administration is responsible for providing leadership and value to the various partners including, but not limited to, Board of Commissioners (BOC), providers, community, patients, managers and staff. The Office of Administration will be responsible for implementing the mission, vision and values with oversight by the BOC.

II. **ESSENTIAL JOB FUNCTIONS**

A. Global Skills

The five areas of responsibility are Community Focus, Teamwork/Communication, Personal Accountability, Performance Improvement and Adaptability.

B. Technical Skills Checklist

The following describes the job-specific knowledge and skills required in your position. The technical skills includes any age-specific knowledge and skills which may be needed to successfully interact with a given patient and/or customer population. The Technical Skills Checklist serves as a competency verification mechanism.

1. Responsible for the operations of the organization and directs departments and functions connected with the day-to-day operations. Ensures high customer satisfaction, acceptable clinical quality, adequate and efficient staffing, and the necessary fiscal performance/results.
2. Responsible for annual budget development and monthly financial reporting.
3. Reviews monthly financial performance and takes initiative in working with department managers for variance explanation and improvement.
4. Responsible for or assists with the development and implementation of policies and programs that support the organization's mission and strategic objectives. Ensures compliance with all organizational goals. Over-sees annual plan development and monitors for effectiveness. Analyzes and recommends alternatives for service development and policy decisions for selected projects.
5. Maintains awareness of current and future trends and advances in administrative operations and strategic initiatives.

6. Develops and maintains positive relationships with medical staff members.
7. Efficiently oversees a large number of projects, ensuring a high degree of coordination and communication to minimize disruption of operations.
8. Responsible for financial oversight management of the organization. Ensures the best use of financial resources.
9. Responsible for organization-wide cost savings. Ensures that FCH is competitive from a cost and charge master standpoint.
10. Completes performance reviews and other administrative paperwork in a timely and accurate manner.

III. UNIT MANAGEMENT AND COMMUNICATIONS

- A. Maintains patient confidentiality.
- B. Follows all Hospital District Policies and Procedures.
- C. Attends mandatory Hospital District sponsored in-service and education programs annually.

IV. QUALIFICATIONS

- A. Education and Licensure
Bachelor Degree in Finance/Management fields required.
Master Degree or Certified Public Account preferred.
- B. Minimum of five (5) years of progressively responsible experience in healthcare financial management or equivalent combination of training and experience.
- C. A proven track record of leadership in healthcare and attainment of significant results in management positions. Must have the ability to manage detailed reports, statistical data and financial reports. Must be able to obtain positive results with a wide variety of groups. Must have a thorough background and knowledge of group dynamics as part of the decision-making process. Must have considerable knowledge of day-to-day workings of a diversified medical staff and a wide variety of people skills including the following: the ability to communicate and interact well with people, the wisdom to be able to read people in terms of their own worth, judgment to determine the effectiveness of managers regarding their professional and/or business skills. Work is performed with a wide latitude for exercising independent judgment and initiative.

Physical Expectations: All Employees at FCH, will from time to time, will be required to bend, carry, climb, (i.e. Stairs) lift, push, reach, and stoop during the normal functions of completing the duties of specific jobs. If, for any reason, physical expectations cannot be completed, as far as feasible and possible, FCH is committed to accommodation.

The policy of Forks Community Hospital is to recruit, hire, train and promote all persons in all job groups in accordance with law without regard to race; color; religion; sex; age; marital status; presence of sensory, mental or physical disability; veteran status or national origin