
Texoma Community Center

Local Mental Health Authority & Local Intellectual and Developmental Disability Authority

Cooke ⌘ *Fannin* ⌘ *Grayson*

Job Title:	Chief Financial Officer		
State Title	Director III	State Classification #	1622
Department:	Administration RU91	Pay Grade:	B28 \$
Position #	0003	FLSA Status:	Exempt
Primary Location	Sherman	Typical Hours	M-F 8am- 5pm
Created Date:	09/06/2016	Revised Date:	12/11/2019
Reports To:	Chief Executive Officer	Positions Supervised:	Controller, Billing Manager

Position Summary:

Join a team of dedicated service providers who seek to promote the accessibility of services that improve quality of life and support self-determination for persons with mental and developmental disorders. Texoma Community Center (TCC) is one of 39 Texas Community Centers, which are governmental entities as defined by Title 7 of the Texas Health and Safety Code. The Chief Financial Officer (CFO) serves as one of five officers who comprise the Executive Management Team at Texoma Community Center (TCC). The CFO provides financial leadership and ongoing maintenance of accounting, financial, and statistical records to ensure accuracy and accountability for the Center. The CFO works collaboratively with the other Officers to provide financial direction and guidance to the Chief Executive Officer (CEO) in Agency operations. The CFO is tasked with systematically reviewing State and Federal financial administration rules and regulations and revising Center business practices based on these reviews while ensuring Business Office processes comply with generally accepted accounting principles. The CFO will also coordinate the Center's annual budget and be directly responsible for processing and submitting all HHSC state reports to include cost accounting methodology reports, HCS/TxHML, MAC, Report III, state invoices, and other reports as required. Work involves interactions with internal and external stakeholders, including local, state and federal officials, foundations and other organizations as appropriate. Performs related administrative and supervisory duties to ensure efficient operation of the agency in accordance with the philosophy, goals and objectives the Texoma Community Center. Operates under trauma-informed and recovery-oriented models of care which align with CCBHC standards.

Education and/or Experience:

- Graduation from an accredited four-year college or university in accounting required. Master's degree in business administration, finance or accounting from an accredited college or university preferred.
- Prior experience with a Community Center (Mental Health/Intellectual and Developmental Disabilities) preferred.
- Minimum five (5) years of work experience in a senior-level business/accounting management role.
- Minimum of (5) years supervisory experience required.
- Work experience with the Texas Health and Human Services system or system agencies preferred.
- Work experience with governmental fund accounting required.

Certificates, Licensure, Registrations:

- Certified Public Accountant (CPA) preferred
- Current driver license

Knowledge, Skills and Abilities:

- Knowledge of U.S. Generally Accepted Accounting Principles and Government Auditing Standards.

**315 W. McLain Dr. Sherman, TX 75092
(903) 957-4701**

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- Knowledge of fiscal planning management practices to include developing, implementing, and monitoring budgets; knowledge of public investment laws and practices; knowledge of sound public accounting principles; knowledge of legislative budget processes; and knowledge of auditing and investigative methods, practices, and procedures.
- Ability to organize and analyze technical data.
- Ability to read, analyze and interpret complex documents, financial reports, and legal documents
- Ability to establish and monitor financial objectives consistent with the strategic plan of the Center.
- Ability to facilitate and problem solve issues with internal and external customers related to funding, budget, program service goals and their tie-in to budget implications.
- Ability to respond timely and effectively to the most sensitive inquiries or complaints from customers, regulatory agencies or members of the business community.
- Ability to make appropriate job decisions following standard office policies and past precedents and to think through the consequences of a decision prior to making it.
- Ability to work collaboratively and effectively with outside Audit Agencies and provide timely responses and materials during the Center's single audit process.
- Ability to establish and maintain cooperative working relationships with Center staff and the public.
- Ability to work independently and identify potentially more effective methods of work operation.
- Ability to adapt to frequent changes in workload and to adjust priorities quickly as circumstances dictate.
- Ability to proficiently utilize computer software applications used for the planning, management, analysis and reporting of the Center's financial operations.
- Ability to make authoritative decisions while exercising good listening skills and recognizing the value of team processing and input in making informed decisions.
- Ability to maintain a clear understanding of the boundaries of the positions; consulting with the CEO as needed for clarification regarding those boundaries. Understands that it is the CEO's exclusive role to serve as the communication bridge between the Center's operational activities and the Board of Trustees as a policy setting and fiduciary oversight body.
- Ability to work extended and flexible hours required.
- Ability to travel overnight and locally required.
- Demonstrated leadership skills.
- Consistently practices Trauma-Informed Model of Care, understands and considers the pervasive nature of trauma.
- The knowledge of cultural differences and ability to work with individuals from different cultural backgrounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Budgetary Preparation, Analysis, and Implementation:

- Performs detailed reporting of expenditures and encumbrances made by the various operating units and may direct the maintenance of the operating budget through centralized purchasing and disbursement.
- Oversees the development and evaluation of performance and workload measures for budget purposes and prepares reports on performance measures.
- Coordinates budgeting procedures, preparation, and reporting.
- Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made. Works closely with all Program Directors to ensure budget is relevant and based on historical trends.

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- Assists in the analysis of expenditure patterns and cost drivers, and in making recommendations on the use of funds.
- Assist with the preparation of operating budgets and reviews expenditures to ensure that budget limits are not exceeded.
- Performs the allocation of state and federal funds to agency operating programs and develops suitable plans for validating and matching the various federal funds used in financing agency operations.
- Provides advice and assistance on budget/financial planning and management, ways to better utilize funds, improvement in management accountability, and efficient means to reach program objectives.
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

Accounting Practices and Leadership

- Plans, develops, organizes, implements, directs, and evaluates the organization's fiscal function and performance.
- Coordinates Center reports and schedules to assist with completion of the Center's annual audit.
- Participate in the development of the Center's plans and programs as a strategic partner.
- Evaluates and advises on the impact of long-range planning, introduction of new programs and strategies and regulatory action.
- Completes all Certified Community Behavioral Health Center Financial Reporting as required.
- Participates in Alternative Payment Methodology meetings as required and work collaboratively with Center leadership to complete required reporting.
- Provides strategic financial input and leadership on decision-making issues affecting the organization.
- Supervises finance departments and staff.
- Oversees and completes all activities needed to invoice, receive, disburse, deposit and account for Center funds in a timely manner and is responsible for the protection and custody of funds and related financial documents.
- Serves as the Center's Investment Officer and confers with investment bankers, financial advisors and other CFOs in leveraging the best return on Center funds. Attends biannual training to maintain status of PFIA certification
- Prepares presentations and makes regular reports to the Board of Trustees on Business Center Operations.
- Monitors financial impact and financial viability of 1115 Medicaid waiver projects and participates in ongoing planning sessions.
- Maximizes Business Office automation for enhanced operating efficiency and reporting capability.
- Attends annual training for certification by the State in order to submit deliverables. Maintains all required financial certifications.
- Regular attendance, dependability, and promptness are required for the 8-5 workday or agreed upon hours 100% of the time, to ensure consistency and completeness of program's processes.

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