

**Bluebonnet Trails Community Services**  
**Requisition Form**

<b>POSITION</b>			
Position No:	1286		
Position Title:	Chief Financial Officer		
FTE:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Specify % of FTE:		
Program/Location:	Administration, Remote and Mobile Position – Serving all counties		
Org No:	19001000		
<b>SALARY</b>			
Hourly Salary Range:			
Differential Detail:			
Differential Amount:			
Annual Salary Range:			
<b>ADVERTISING</b>			
Open to Public:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Craigslist <input type="checkbox"/> Career Builder <input type="checkbox"/> Indeed		
	<input type="checkbox"/> LinkedIn <input type="checkbox"/> TWC Work in Texas <input type="checkbox"/> UT Job Board		
	<input type="checkbox"/> SWU Job Board <input type="checkbox"/> Handshake Job Board <input type="checkbox"/> Barefoot Job Board		
	<input type="checkbox"/> Other:		
<b>POSITION SUMMARY</b>			
<p>Under the direction of the Chief Executive Officer of Bluebonnet Trails Community Services (the Center), the Chief Financial Officer (CFO) has oversight of and responsibility for services including financial planning, accounting, contracts management, reimbursement services and revenue cycle management, business measurement and monitoring, health plan management and development, credentialing, client benefits, data analysis and data exchanges, facilities management and progressing information technology. The primary responsibility is to provide insight into the strategic planning for the Center by optimizing available financial and personnel resources. The CFO will provide leadership ensuring effective, comprehensive and cost-effective care while achieving organizational goals and objectives. These resources include adequate staffing, budget analysis, planning for short- and long-term financial sustainability and assessment of the productivity of the BTCS workforce. This position partners with the Executive Leadership Team developing long term goals, as well as annual objectives for the organization in accordance with the Mission Statement and annual goals established by the Board of Trustees. As a member of the Executive Leadership Team, the CFO is responsible for reporting on agency financial performance advising Team Members of opportunities for improving efficiency and effectiveness across all organizational divisions; developing and adhering to system policies and procedures; and developing, accessing and analyzing a wide variety of specialized, complex reports and documents related to financial operations and the business of those operations—for the purpose of successful forecasting, planning and development of the comprehensive service array for the organization. In collaboration with the leadership team, the CFO is responsible for identifying and monitoring accurate and timely budgets within available funding streams; directing and providing oversight of our resources to effectively work within the budgets; supporting sustainability of valued programs; improving system performance through successful linkage of financial, clinical and data professionals in the decision making, planning and implementation process; developing and supporting technology as accessible, user-friendly and robust communications tools; and successfully and effectively managing change in the organization. The CFO demonstrates knowledge of healthcare environment whereby knowledge of business management procedures is required through education, certification and/or experience and demonstrates:</p> <ul style="list-style-type: none"> <li>• Ability to effectively present information and respond to questions from the Board of Trustees, Chief Executive Officer, managers and the general public.</li> <li>• Ability to develop, analyze, interpret and communicate successes, outliers and trends representing the health of the Center.</li> <li>• Ability to prepare reports, business correspondence, and procedure manuals.</li> </ul>			

- Ability to apply mathematical concepts to create graphs and charts, spreadsheets and financial forecasts for effective communication.
- Knowledge of the Texas Behavioral Health Medicaid program including Managed Care.
- Knowledge of electronic health systems, security and privacy requirements and methods.
- Knowledge of contracts and contracting procedures using the Texas Council Risk Management Fund as a legal resource.

The CFO supervises the following systems for the benefit of all Center operations.

- Information Technology
- Accounting
- Financial Analysis
- Health Plan Management
- Contracts Management
- Reimbursement
- Purchasing and Facilities

The CFO is informed by data; ensures the Bluebonnet Trails leadership team and staff are educated about the findings, successes and potential risks; and is able to discern and articulate strategic direction from data analysis.

This position is responsible for developing and maintaining effective internal and external relationships. Maintains effective relationships with state agencies including Health and Human Service Commission, Department of Family and Protective Services, Department of State Health Services and others. In the absence of the Chief Executive Officer, this position is delegated signatory authority over contract execution. The ability to understand and ensure organization compliance to rigorous governmental, funding, licensure and certification regulations is necessary. This position is responsible for accurately responding to the financial reporting expectations of local, state and federal funding agencies in collaboration with the staff supervised by this position.

In partnership with the entire Bluebonnet Trails Community Services leadership team and staff, this position is responsible for demonstrating the Mission and Values of the Center.

#### MINIMUM QUALIFICATIONS

The Chief Financial Officer provides the highest quality services within the Center's means to do so and within a governmental health care environment. Those service areas include mental health, substance addictions, intellectual and developmental disabilities and integrated systems with primary health care. The ideal candidate for this position will have achieved a master's degree in business or social services with a track record of success overseeing health services finance. Extensive applicable experience with bachelor's degree may substitute for the advanced degree. The candidate has demonstrated success as:

- **Technically adept and data-driven** demonstrating a thorough knowledge of the full scope of the Center operations in order to best be prepared to serve as the liaison for Health Plan network development and contract negotiations.
- **A visionary** capable of identifying, understanding and forecasting internal and external trends impacting operations and who motivates and inspires others by **supporting the leadership team in setting a strong sense of purpose for the Center**.
- **A collaborative strategic partner** who actively engages with peers on the Executive Management Team, Center staff and other agencies to meet overall community needs while leveraging financial and other resources to maximize results and achieve positive outcomes.
- **A knowledgeable business partner** with heightened business acumen able to build a strong organization that delivers results while exemplifying the use of resources wisely, responsibly, effectively, and efficiently.

- **Flexible and adept** at managing effectiveness of self and others when experiencing and **leading change** within new structures, processes, requirements, or cultures.
- **Capable of making a positive impact on others** by exuding an air of confidence, creating good first impressions by professionally commanding attention, and earning the professional trust and respect of others.
- **An effective communicator with excellent interpersonal skills** focused on building an environment where diverse, multidisciplinary service delivery teams can work together to enhance the delivery of services for the individuals and communities served by the Center.
- **A leader** who will take personal satisfaction and pride contributing as a valued organizational leader having direct policy and administrative control and overall responsibility for the provision of meaningful, efficient and effective business development.

#### PREFERRED QUALIFICATIONS

At least 4 years in a financial leadership role with a Texas community center system or comparative governmental healthcare environment, bringing value to the financial perspectives and growth of the Center while maintaining all other obligations of the Center.

#### APPROVAL

Supervisor/Title:		Date:
Director/Title:		Date:
Chief HR Officer:	Amy Bodkins	Date: 1/26/26
Chief Executive Officer:	Mike Maples by AB per email 1/26/2026	Date: