

Chief Financial Officer

Terrell, TX

Rate - \$115,000 - \$140,000 DOQ



Description

This position works under general supervision with a high degree of latitude for initiative and independent judgment. Provides leadership and coordination of all business management and “authority” functions as they relate to general and administrative matters overseeing Fiscal Department, Accounting, Budgeting, Revenue Cycle Management, Purchasing, and the oversight (Property Management) of all real property Lakes owns and leases in the Centers catchment area; the oversight of all Center vehicles.

Responsibilities will include but not limited to those outlined in this job description as well as the following:

Directing and controlling the overall financial activities of the Center in accordance with policies mandated by the Chief Executive Officer and the Board of Trustees, ensuring that all necessary internal control procedures are in place so as to “safeguard” the assets of the Center, ensuring that all Divisions of the Center are in compliance with the Centers financial policies and remain financially viable, and that the Center complies with all required reports and information requests from HHSC, provide day to day leadership and consulting to the various functional departments of the Center, in order to achieve planned growth, financial viability and return on investment objectives, work with the Chief Executive Officer, Board of Trustees and management personnel to develop strategic business plans, evaluating market opportunities, competitive position, goal and objectives and resource requirements.

As a member of the Executive Management Team, the CFO is responsible for reporting on agency performance, advising Team Members of opportunities for improving efficiency and effectiveness across all organizational divisions; developing and adhering to financial 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, implementing and monitoring accurate and timely budgets within available funding streams; developing realistic budgets supporting sustainability of programs; ensuring adequate facility management; improving system performance through successful linkage of financial, clinical and data professionals in the decision making, planning and implementation process; and successfully and effectively managing change in the organization through collaboration with agency Directors and Management personnel. Put in place, detailed financial and capital expenditure plans and budgets for approval by the Chief Executive Officer and the Board of Directors and have the responsibility of implementation and compliance of plans and budgets with the ability to: Call special meetings to examine the budget status of all divisions.

Implement necessary changes to correct financial deficiencies. Ascertain that the Center's financial policies and procedures are in place and are being followed. Implement effective procedures to ensure that the day to day business activities are conducted efficiently and effectively.

Salary: \$115,000 - \$140,000 depending on qualifications

Schedule: Monday - Friday 8AM - 5PM

Education, Training, & Experience:

Graduate Degree from an accredited college or university, with specialization in business administration, public administration, accounting, finance, health care administration, health organization management, or related field, with three (3) years of progressively responsible technical and administrative experience in accounting or finance; OR, Bachelor's Degree from an accredited college or university, with specialization in business administration, public administration, accounting, finance, health care administration, health organization management, or related field, with five (5) years of progressively responsible technical and administrative experience in accounting or finance. Administrative experience with supervision of personnel engaged in diverse technical and administrative activities. Technical and administrative experience in comprehensive health care organization preferred. CPA licensure preferred. Graduate degree preferred. Prior experience in Community Mental Health and IDD Center preferred. Knowledge and skill in operating office equipment, including personal computer, with Microsoft Office products is also required. Must have current Texas driver's license and be insurable under Agency insurance.

Other Requirements:

Driving a personal vehicle on Center business when requested is a requirement for this position and is a condition of beginning and continuing employment. The employee in this position must: 1) possess and maintain a valid, applicable driver's license; 2) have and maintain an acceptable driving record as defined by the Center's insurance carrier; 3) meet any other requirements for insurability; 4) have appropriate, applicable insurance for such personal vehicle; 5) follow all Center policies and procedures related to use of vehicles on Center business; and 6) successfully complete, if required, a Center-approved course in defensive driving.

Employee Benefits at Full Time Include:

- **Public Service Loan Forgiveness Program**
- **Employer-Cost Sharing of Health Insurance**
- **Employer-Paid Short-Term Disability Insurance**
- **Pet Insurance**
- **Employee Assistance Program**
- **Employer-Paid Term Life Insurance**
- **Employer-Match Retirement Contributions (Up to 5% of Base Salary)**
- **Optional Dental, Vision, Life and Long-Term Disability Insurance**
- **Wellness Program**

- **13 Paid Holidays per Year**
- **2 Weeks Paid Vacation per Year with Progressively Graduating Accrual Rate**
- **2+ Weeks of Paid Sick Leave per Year**

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