

Job Title : **Chief Financial Officer**

Employee Name: \_\_\_\_\_

Department: **Finance**

Employee Signature: \_\_\_\_\_

Reports to : **Chief Executive Officer**

Approved by:

Director of HR: \_\_\_\_\_

CEO: \_\_\_\_\_

### **JOB SUMMARY**

- The Chief Financial Officer is the responsible executive for Accounting, Budgeting, Cash Management, and Materials Management at (NAME OF THE HOSPITAL).

### **JOB DUTIES AND RESPONSIBILITIES**

- As a member of the Executive Team, Chief Financial Officer works collaboratively with fellow Executive Staff, physicians, employees and community to effect results by the implementation of operational plans, vision and mission of (NAME OF THE HOSPITAL).
- Responsible for the day-to-day operational, quality and financial performance of the Accounting, Budgeting, Cash Management, and Materials Management Systems.
- Organizes the functions of the responsible areas through appropriate, planning, implementation, communication, teamwork, and the delegation of duties.
- Develops and implements policies and procedures as they relate to the financial aspect of (NAME OF THE HOSPITAL).
- Guides, mentors, coaches, and develops skills and results of subordinate managers and staff.
- Establishes monitors, evaluates and appropriately responds to performance expectations and criteria of subordinate managers and staff.
- Responsible for the implementation and continues monitoring of appropriate financial controls and processes of (NAME OF THE HOSPITAL)'s resources and assets.
- Coordinates with Executive Team the timely financial and variance reporting on a departmental level.
- Establishes formal means of accountability for those whom they have assigned duties.
- Regularly schedules and facilitates physician, medical staff, employee, and departmental meetings.
- Implements and is responsible for the Quality Improvement and Patient Satisfaction Programs and results for the financial areas of (NAME OF THE HOSPITAL).
- Responsible for the implementation and appropriate utilization of (NAME OF THE HOSPITAL)'s hospital information system (HIS) and electronic medical record (EMR) as it relates to the financial aspects of (NAME OF THE HOSPITAL).
- Reviews and acts upon the reports of authorized inspecting agencies.
- Responsible for meeting or exceeding established Joint Commission International Standards for the medical services provide in responsible areas.
- Facilitates as a member of the Executive Team in the Annual Budgeting and Planning process.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

Master or Bachelors Degree in Business and/or Healthcare Administration.

Minimum of five years applied hospital executive experience with a proven track record of effective leadership and results.

Chartered Public Accountant

Conceptual, practical and human skills required with knowledge of technical, administrative, and operational skills to achieve position requirements.

Effective skills and abilities in oral and written communication through various media and methods.