Job Title	**Chief Financial Officer (CFO)**
Annual Salary	Commensurate with qualifications and experience.
Reports To	Chief Executive Officer
Travel Requirements	Occasional meetings and conferences
Type of Position	Exempt Full-Time (1.0 FTE); remote; must be based in Massachusetts
Overview	The Chief Financial Officer is responsible for the general financial planning and management of the organization and, in conjunction with the CEO, is charged with accountability for the organization's assets. The CFO is responsible for maintaining sound financial management and accountability to comply with Generally Accepted Accounting Principles, federal, state, and local legal requirements, and contractual obligations. The CFO manages and coordinates the business and administrative activities for the Health Center including accounting, accounts payable, financial reporting, billing and accounts receivable, budgeting, purchasing, cash management, financial risk management, payroll, tax filings, cost reporting, grant filings, and business analytics.
Minimum Skills, Experience, and Educational Requirements	• Master's Degree or equivalent experience required in a related field such as health care administration/finance. • Background in finance at an FQHC is required, as is experience working with state and federal government agencies. • The CFO is a service-oriented leader, and possesses a strong intellect and robust accounting, financial planning, operations management and analysis skills.

Responsibilities

- Develops, implements and monitors financial policies and procedures, and other internal controls to provide for the control and safeguarding of Health Center assets.
- Prepares and presents financial reports to Senior Management and the Board of Directors.
- Ensures compliance with all finance-related legal and regulatory standards.
- Provides financial oversight of all grant obligations, including regular accounting and budget monitoring and reporting.
- Provides financial oversight of all contract obligations.
- Provides financial analysis of operations to identify areas for cost reduction, improved cash flow and revenue enhancement.
- Participates with leadership team in strategic planning and leads development of financial models and fiscal planning objectives to meet short and long term goals.
- Provides oversight of cash flow, payroll, accounts payable, billing, business analytics, purchasing, and annual budget.
- Leads the development of an annual operating budget and capital budget.
- Compares actual cost to budgeted costs and analyzes variances.
- Reviews expenditures to ensure that they are reasonable and within budget.
- Prepares or delegates reports for health center management, regulatory agencies and third party payors, including annual cost reports and other federal reporting.
- Manages annual audit process.
- Reviews and provides for current, adequate insurance protection to guard the Health Center from liability and/or loss.
- Participates in required and other projects related to the federal health center (HRSA Bureau of Primary Health Care) and other grant-making/funding/accreditation programs as necessary.
- Responsible for financial sections of annual HRSA UDS reporting.
- Performs other duties as required.