

## **CFO, RKM Primary Care Clinton, LA**

Email your resume to [careers@rkmcare.org](mailto:careers@rkmcare.org)

RKM Primary Care is looking to hire a Chief Financial Officer (CFO) The CFO is an integral part of the senior leadership team and expected to participate in the financial and functional decision-making processes necessary for viable success of the organization's operational and financial goals. The CFO has responsibility and is accountable for overall financial operations and all aspects of the day-to-day financial management and internal control procedures that reflects Generally Accepted Accounting Principles (GAAP).

### **Qualifications:**

- Bachelor's degree in accounting or business-related field with major in accounting. CPA or master's degree a plus.
- Minimum 3 years successful experience in a healthcare setting desired.
- Previous experience within a federally qualified health center highly preferred.
- Proven financial analysis skills.
- Experience working with information technology and proficient in MS Office applications. Accounting software and electronic health record experience highly preferred.
- Demonstrated leadership ability with a high degree of intelligence and ethics.
- Demonstrates excellent communication skills, both written and verbal.
- Ability to think strategically and solve problems.
- Ability to establish and maintain effective working relationships with employees, Providers, corporate staff and Board of Directors.

### **Responsibilities:**

- Ensure that monthly financial statements are completed timely and accurately.
- Ensure that all balance sheet accounts are reconciled and in compliance with company policies and standards and that any outstanding variances are identified and corrected timely.
- Prepares corporate required reports (including Operating Report, Corporate Disclosures, Forecasts) timely and accurately.
- Ensure all accounting and business office policies and required internal controls are in place to facilitate an audit with no material audit adjustments or deficiencies found. Ensures that all approval processes are in place.
- Directs the Revenue Cycle to ensure that accounts receivable are collected timely. Strives to achieve goals for cash collections and AR days and to reduce bad debt and denials. Routinely reviews revenue cycle metrics to proactively identify and address issues affecting overall performance.

- Establish and implement policies and procedures to demonstrate compliance to ensure processes are in place to including ensuring the insurance verification is completed on 100% of patients, working with the Financial Counselor to ensure proper determination of patient portions and approval of any discounts or charity and proper logging of upfront collections.
- Maintains a thorough working knowledge of federal, state and managed care reimbursement practices to ensure that the organization is paid accurately, and revenue deductions are recorded accurately. Preparation of any required cost reporting.
- Supervises Accounting, Revenue Systems and other departments assigned by the CEO. Ensures department is adequately staffed and trained.
- Works closely with COO to ensure compliance with contracts and monitors purchases to ensure supply costs are kept to budgeted levels.
- Prepares annual operating budget and participates in the annual strategic planning process to serve as a basis for the budget. Provides ongoing analysis of variances from budget and assists the CEO in implementing changes needed to achieve budget goals.
- Prepares annual capital budgets and Capital Equipment Requests. Ensures assets and related depreciation is recorded accurately and in compliance with company policies.