

# Louisiana Primary Care Association

## Position Description

**Position Title:** Chief Financial Officer  
Fulltime Exempt

**Supervisor:** Executive Director

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**Supervises:** **Staff Accountant**

**Position Summary:** The Chief Financial Officer is responsible for leading the development, implementation, and day-to-day management of all processes related to the following functions: accounting; financial reporting; budgeting; financial planning; business, operational and program reporting and analyses; performance measures; decision support and related matters; a successful annual audit, fiscal management of grants.

### **Responsibilities:**

Foster the success of the organization through the establishment and management of all financial budgeting, business, operational and financial planning processes for the organization.

Ensure the effective development and day to day management of systems and processes associated with accounting, billing, reporting, and decision support.

Provide expert support and financial stewardship for the organization. Ensure risks and issues which may affect the financial health of the organization are identified, addressed, and remedied.

Ensure the organization's leadership, including its Board of Directors, is supported with timely and accurate planning, budgeting, accounting, and reporting of financial and operational outcomes.

- Support new business development through expert analysis, planning, and decision support.
- Ensure that all financial, accounting, and administrative policies, functions, systems and processes are performed consistently with all generally accepted accounting principles (GAAP) as well as within the highest professional, ethical, and legal standards.
- Establish and/or measure business and operating compliance with all internal policies and practices, as well as local, state and federal laws and regulations.
- Establish and ensure collaborative, supporting relationships within the organization.

- Establish and maintain positive, effective relationships with key resources, including the federal Bureau of Primary Health Care, state agencies and funding sources, banks, lenders, regulators, audit firms, and related external resources.
- Implement and uphold all policies of the organization and ensure that all operations are consistent with the stated mission and direction set forth by the Board of Directors.
- Foster a workplace that results in the development of a high performing team. Recruit, develop and inspire a highly effective team of financial and operational professionals. Ensure that all staff are properly coached and directed, and that clearly defined measurements of performance and rewards are utilized to enhance individual and organizational effectiveness.
- Any other duties as deemed necessary by supervisor.

**Educational Requirements:**

- Undergraduate degree from an accredited college or university in accounting, MBA or CPA preferred but not required. Must have at least five years accounting experience.

**Licenses Required:**

- Certified Public Accountant preferred but not required.

**Required Experience:**

- Should have knowledge and experience in health care finance, including third party reimbursement mechanisms and Federal guidelines regarding budget and financing.
- Supervisory experience a must
- Proficient in QuickBooks
- Experience with automated accounting and billing systems a plus
- Computer literate