

CENTRAL MONTANA MEDICAL CENTER

MANAGEMENT POSITION DESCRIPTION

Position Title	Chief Financial Officer	Grade	
Department	Administration	Exempt	X

Immediate Supervisor	Chief Executive Officer		
Supervisor next In line	Governing Board	Workweek	40

POSITION SUMMARY

- Oversees the financial operations of CMMC.
- Develops, interprets, coordinates and administers CMMC policies on finance, accounting, insurance, systems, controls and auditing.
- Coordinates, prepares and presents CMMC budget.
- Plans, organizes and prepares data for year-end cost reports and annual audits
- Maintains records for revenues, expenses, deductions, capital purchases, statistics and variances.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Bachelor's Degree in Accounting, Business Administration or closely related field and/or a minimum of 5 years of experience in Accounting, Business Administration, Financial Management and Information Systems. Must have relevant experience in a Health Care environment. Requires availability and participation in Administration call schedule.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

1	Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
2	Responsible for overall operations related to: Accounting, Revenue Cycle, Patient Financial Services, Supply Chain, Environmental Services, Laundry and Health Information Management Departments.
3	Maintains documentation and meets departmental requirements for Quality Assurance and Performance Improvement program.
4	Completes employee evaluations on time, offers guidance for professional growth when/where appropriate.
5	Develops and demonstrates effective communication tools to disseminate information to and interact with organization's leadership, staff and governing board.
6	Participates in meetings and events as required.
7	Oversees the general accounting and patient accounting functions, including third-party reimbursement, financial and statistical reporting functions of CMMC in accordance with established policies and accounting procedures. Reports on the status of these and other fiscal issues to Leadership and the Board of Directors on a monthly basis.

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8	Assists the CEO in the development of long- and short-range operational plans, which may include service demand analyses, resource availability analyses, and cost benefit analyses of proposed capital and/or service line changes.
9	Develops operational and capital budgets that are supported by long- and short-range plans and objectives. Presents recommendations with respect to costs, charges and rates that will permit income to support CMMC's planned activities. Prepares cash flow analyses and budget variance analyses. Recommend budget modifications that are required. Assists managers in the development of departmental budgets.
10	Monitors fiscal performance and identifies and reports financial trends and makes recommendations for related action.
11	Directs the preparation of internal financial reports including work papers required for the annual financial audit. Assures the timely and accurate preparation of financial reports and that the reports accurately represent the financial position of CMMC.
12	Prepares financial data and associated reports required by the government or other regulatory agencies, including payroll tax reports, public disclosure reports and surveys. Assists and supports the preparation of cost reports.
13	Oversees and maintains internal accounting controls and other Business Office and Data Processing systems and procedures assuring uniform and correct internal reporting.
14	Responsible for all areas of Accounts Receivable management.
15	Presents financial reports to the Finance Committee and Governing Board monthly. Distributes departmental financial statements monthly, discussing variations from budget and productivity standards and issues with leadership. Reviews financial statements with the CEO of the Medical Center.
16	Maintains professional growth and development through seminars, workshops and professional affiliations to keep abreast of the latest trends in the field of Healthcare Finance.
17	Participates in Medical Center committee meetings as required. Attends and/or serves on professional/community civic service organizations as a Medical Center representative.
18	Responsible for keeping staff evaluations current. Completed evaluations sent to Human Resources before the employee's anniversary date.
19	Other duties as assigned

Knowledge, Skills, Abilities:

Knowledge of generally accepted accounting principles and verbal, interpersonal and quantitative skills.

Knowledge of financial management and analysis and techniques and advanced managerial skills.

General understanding of regulations governing healthcare financing and operations.

Ability to utilize computers, printers, fax machines and other general office equipment.

Knowledge of and/or experience with Microsoft Office suite of products, including Outlook, Teams, Excel, and Word.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	

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	Other (Specify)	
PHYSICAL DEMANDS: (Essential functions strength rating for position - see Job Analysis)		
	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.		
Employee's Signature	Supervisor's Signature	Date