



Job Title: Chief Financial Officer

Job Status: Full Time, Exempt

Status Requirements: None/Not Applicable

Access to Patient/Family Information: Access to patient/family information limited to a “need to know”, which could include activities related to processing and payment of invoices, billing procedures related to patient care reimbursement, entry of patient information in patient management system, and processing of memorial and fundraising donations. Also, PHI visible when patient data is queried for data and statistics used in various Federal (Medicare) and State (Medicaid) cost reports and other regulatory reporting requirements.

Access to Employee Health Information: Access to own health information and employee health information necessary for activities related to maintenance of employee records and status. Also, access for the purposes of supporting reporting branches.

Organizational Relationship: Board of Directors (BOD) → Chief Executive Officer (CEO)
→ Chief Financial Officer (CFO)

Branch(es): Clinical Services and Mission Engagement, Culture and People, Business Intelligence

Division(s): N/A

Department(s): N/A

Position Summary: The Chief Financial Officer at CareFirst NY plays an important role in ensuring that the organization delivers on its mission of providing extraordinary, compassionate support and care to those in our community who are seriously ill or grieving. The Chief Financial Officer is an integral part of the CareFirst NY Leadership Team. This role supports the organization’s mission by leading all activities of the finance department in a manner which consistently reflects our core values and ensures stewardship over resources. In addition, the Chief Financial Officer executes BOD and CEO directives, and participates in establishing organizational priorities and implementing strategic initiatives.

The Chief Financial Officer also ensures that all appropriate FASB rules and regulations are followed and works closely with multiple departments with a consistent and collaborative voice aligning with CareFirst NY's vision, mission, and values.

This role serves as the primary liaison to internal and external stakeholders regarding financial matters and must exhibit strong leadership skills in this area. Additionally, as a leader this candidate should inspire others, be self-motivated, detail focused, possess a desire for excellence, and demonstrate a committed drive to provide exemplary support in maintaining a strong control environment while meeting the financials needs of the organization.

Essential Duties and Responsibilities

- Acts as a strategic business partner to the CEO, exhibits strong leadership skills, and is an expert on financial processes, procedures, and compliance.
- Provides in depth knowledge of data analysis, forecast and budgeting methods.
- Oversees the annual external audit process and ensures compliance with regulatory requirements. Delivers required reporting to multiple regulatory agencies and ensures compliance with all financial reporting requirements.
- Participates in defining and overseeing the implementation of strategic initiatives. Implements tools and systems to provide timely and accurate financial information to Leadership and mitigates risks while enhancing the financial position of the organization.
- Generates and oversees analysis and forecasting of financial results and related statistical reports to explain content, variance, trends. Recommends appropriate corrective actions to the CEO, Leadership teams, Executive Committee, and Board of Directors.
- Supports departments in the development of strategic priorities and growth opportunities; participates in developing modeling for future organization sustainability.
- Analyzes organizational performance against the annual budget, industry benchmarks and trends, and the agency's long-term strategy.
- Assists the Board of Directors, as required, in raising capital to achieve growth objectives for CareFirst NY.
- Directs, coordinates, and presents the annual operating and capital budget.
- Develops and presents Financial Policy recommendations to the CEO.
- Oversees and monitors insurance payor agreements and contracts. Researches the market, understand payor relationships, and collaborates with other departments looking for opportunities for new payor arrangements that may emerge in the market.
- Ensures annual update of Bank Signature Cards and Corporate Resolutions occur as required.
- Responsible for the effective and efficient operation of the finance department.

- Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures needed to maintain compliance.
- Evaluate and identify potential risks and liabilities to the organization and implement processes to mitigate the identified risks and liabilities.

Additional Duties

- Demonstrate compassionate behavior.
- Communicate effectively.
- Plan and execute required activities effectively.
- Participate on interdisciplinary team.
- Uphold the values of the organization by having a positive attitude when working with families of diverse cultural and religious backgrounds.
- Works confidently within a group.

Qualifications Bachelor’s degree in Business, Finance, Accounting or related field is required. Supervisory skills, understanding of finance and accounting, and computer expertise. Minimum five years in finance, preferably in health care or non-profit

Confidentiality Agreement

I shall respect the privacy concerns of the people we serve, and I shall hold in confidence all information obtained in the course of professional service, whether that information is obtained through written records or daily interaction with the person. I shall store or dispose of professional records in ways that maintain confidentiality. I shall possess a professional attitude which upholds confidentiality towards the people we serve, colleagues, applicants and any sensitive situations arising within the agency. I, upon termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within the agency. I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

Staff, Please Print

Staff Signature

Date

Supervisor Signature

Date