



## MY BROTHER'S KEEPER, INC. JOB DESCRIPTION

**Position:** Chief Financial Officer (CFO)  
**Center:** My Brother's Keeper, Inc. (MBK)  
**Location:** Jackson, Mississippi  
**FLSA:** Full-time, salaried, non-exempt with Benefits  
**Reports To:** Chief Executive Officer (CEO)  
**Grant Funded:** Yes

**JOB SUMMARY:** The **Chief Financial Officer (CFO)** will have primary responsibility for all the functions related to the financial operations of MBK. These responsibilities include gathering and analyzing all the financial data (accounting, insurance, financial systems, and auditing of all medical departments) and information to make sure the healthcare center is operating within budget and to determine how to allocate funds to various areas.

**RESPONSIBILITIES:** The **Chief Financial Officer (CFO)** will be responsible for:

### **ESENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitoring of financial performance and the maintenance of reasonable and appropriate financial plans and forecasts;
2. Monitoring of the revenue cycle process and, along with other revenue cycle stakeholders, the improvement of the revenue cycle process through rate setting, charge capture, managed care negotiations, and cash collections;
3. Identification and independent assessment of financial risk, establishing and monitoring of mitigation plans, and for the communication of financial risk and opportunity to the CEO and Board of Directors;
4. Analyzing daily operating results to ensure that revenues, expenses, and labor are within budgeted objectives; advising department heads and administration of needed changes and improvements in a timely manner.
5. Establishing and maintaining sound financial controls and record keeping; approve financial expenditures up to the level established by the CEO and/or Board of Directors.
6. Keeping abreast of government regulatory requirements and the changing reimbursement environment to develop and implement changes to policies and procedures as needed.
7. Ensuring that the financial operations of the organization are carried out in an ethical, responsible manner.
8. Establishing and monitoring the annual operating budget according to sound budgeting principles. Interface with Human Resources and other appropriate departments in the preparation of work force plans and salary and benefit proposals.
9. Evaluating the organization's overall financial position and prepare monthly financial and operating reports. Providing consistent and accurate financial, accounting and reporting processes throughout the organization.
10. Preparing financial forecasts and monitor performance versus budget; consolidate results, prepare rolling 90-day forecasts, and develop and implement cash management controls.
11. Coordinating with other senior members of the leadership team in the development of major strategic and financial plans, including capital expenditure programs.
12. Reviewing, evaluating and ensuring the effectiveness of all financial and accounting systems in the organization. Directing the development and implementation of new systems, policies and procedures as required.
13. Assisting in the development of new business by analyzing the feasibility of new programs, including managed care contracts, alternative payment models and advise senior leadership of the financial prospects.
14. Attending promptly to the administrative details of the position including the signing of documents, preparation of reports, completion of performance appraisals and other employee-related actions.
15. Preparing grant budgets and program analysis, reports and expense tracking.

***MBK is an Equal Opportunity Employer/Affirmative Action Employer and does not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, disability, veteran status, or any other protected category.***



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16. Accounting functions of Payroll, Accounts Payable, Accounts Receivables and the 340b program.
17. Supervising patient financial eligibility screening staff and ensures process are efficient and well integrated/coordinated with clinical operations.
18. Procuring, monitoring, and managing all insurance coverage including D&O, general liability, etc.
19. Serving as executive liaison and staffs the Finance Committee of the Board of Directors.
20. Performing additional duties of similar complexity within the organization, as required or assigned.

### **QUALIFICATIONS:**

#### **EDUCATION:**

1. Master's degree in Accounting, Finance or Business Administration from an accredited college or university.

#### **EXPERIENCE:**

2. 10+ years of progressive financial healthcare experience in the areas of general accounting; operations; financial systems; financial statement preparation; review and analysis; and multi-discipline management experience.
3. Experience working in a complex organization (e.g. multiple locations and business units) and working for a nonprofit organization that receives federal funds.
4. Successful experience as a Federally Qualified Health Center (FQHC) CFO.
5. Experience working with senior executives and Board members in a demanding and dynamic business environment with access to highly confidential and proprietary information.
6. Track record of building relationships and strategic partnerships with a variety of senior executives and Board members in a manner that establishes trust and credibility.
7. Direct executive financial leadership experience/knowledge.

For consideration, **log on to [www.mbk-inc.org](http://www.mbk-inc.org) and apply.** *No phone calls or faxes will be accepted. Applications accepted until June 14, 2019 or until position is filled.* Selection Process: (1) Resumes are screened for minimum qualifications. (2) Telephone interviews are conducted with candidates successfully passing resume screening. (3) Face-to-Face interviews, if necessary, are conducted with finalists. (4) Candidate selection and compensation offer is made.

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