

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Chief Financial Officer
 Prepared by: Roy E. Barraclough, CEO
 Date: January 1, 2012

Supervised by: Chief Executive Officer
 Approved by: _____
 Date: _____

Position Contact: Mr. Roy Barraclough, Hospital CEO
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Job Summary: Directs the organization's financial planning, accounting, and related activities. Maintains appropriate relationships with lending institutions and the financial community. Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real estate and insurance activities for the organization. Directs accountant and other financial service staff in providing and implementing procedures and systems necessary to accurately maintain all requisite records and adequate accounting controls and services. Appraises the organization's financial position and issues periodic financial and operating reports. Analyzes, consolidates and directs all cost accounting procedures together with other statistical and routine reports. Directs and analyzes studies of general economic, business and financial conditions and their impact on the organization's policies and operations.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard M = Meets the Standard NI = Needs Improvement

<u>Demonstrates Competency in the Following Areas:</u>	E	M	NI
Under the direction of the CEO, oversees the facility's long- and short-term financial activities.	2	1	0
Directs and participates in the development of accounting, admission, credit/collection and internal control policies and systems and addresses related policy/system issues.	2	1	0
Coordinates and controls the facility's cash and investment management activities.	2	1	0
Prepares and analyzes financial reports and executes appropriate responsive actions.	2	1	0
Together with the CEO and Director of Human Resources, regularly evaluates the adequacy of the hospital's insurance coverages; participates in the handling of special and/or sensitive cases or problems by providing advice and guidance as necessary in the preparation and analysis of risk management and insurance reports and appropriate executive interventions.	2	1	0
Serves as a liaison between Executive team members, department directors and other hospital managers in coordinating interdepartmental planning efforts and addressing major issues.	2	1	0
Coordinates and controls the facility's short-term cash activities in accordance with established financial policies and objectives. Continually monitors cash balances and recommends and implements appropriate interventions as necessary to keep balances within established parameters.	2	1	0
Evaluates data processing needs on an ongoing basis and works with the I/T department to modify or craft and implement programs needed to meet changing needs.	2	1	0
Provides direction to the hospital's commercial banking partners in executing cash management decisions; works with the appropriate investment managers in coordinating fund transfers and monitoring investment performance.	2	1	0
Recommends appropriate actions and strategies to effectively and decisively respond to projected economic trends and/or regulatory changes.	2	1	0

<u>Demonstrates Competency in the Following Areas:</u>	E	M	NI
Participates in the analysis of the financial implications of proposed capital projects and expenditures, and recommends the execution of appropriate measures to respond to projected economic trends and/or regulatory changes.	2	1	0
Provides advice and assistance to department heads and managers in analyzing and interpreting financial data and reports and in presenting that information to their departments and/or physician groups.	2	1	0
Ensures that accurate information is provided on a timely basis and assists, as needed, in facilitating the efficient conduct of external audits, examinations and related financial projects.	2	1	0

<u>Professional Requirements:</u>	E	M	NI
Adheres to dress code; appearance is always neat, clean, and professional.	2	1	0
Completes annual education requirements.	2	1	0
Maintains and ensures patient confidentiality at all times.	2	1	0
Reports to work on time and as scheduled.	2	1	0
Wears identification while on duty.	2	1	0
Attends annual review and performs departmental inservices.	2	1	0
Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff.	2	1	0
Represents the organization in a positive and professional manner in all settings and circumstances.	2	1	0
Attends committee, Board and management meetings.	2	1	0
Resolves personnel concerns at the departmental level, utilizing the grievance process as appropriate/required.	2	1	0
Ensures compliance with policies and procedures regarding department operations, fire, safety and infection control.	2	1	0
Effectively and consistently communicates administrative directive to personnel and encourages interactive departmental meetings and discussions.	2	1	0
Complies with all organizational policies regarding ethical business practices.	2	1	0
Communicates the mission, ethics and goals of the facility, as well as the focus statement of the department.	2	1	0

Total Points	_____	_____	_____
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