



ASSISTANT CFO

Job Details

Level
Experienced
Job Location
Caribou Medical Center - SODA SPRINGS, ID
Salary Range
\$123,156.00 - \$156,020.00 Salary/year
Job Shift
Day
Job Category
Accounting

Assistant CFO

About us:

Caribou Medical Center (CMC) is a non-profit Critical Access Hospital with an attached rural Health Clinic located in Soda Springs, Idaho. CMC is governed by a board of volunteers located within Caribou County. Services include an Emergency Department, with 24/7 physician coverage, full radiology and clinical laboratory services, surgical services, outpatient services, including wound care, ICU/CCU and inpatient beds, including "swing beds."

Position: We are currently searching for an Assistant Chief Financial Officer to join our team. The applicant selected for this position will transition into the Chief Financial Officer (CFO) role upon current CFO's retirement. This position requires the selected applicant to be on-site.

Summary/Objective: Under administrative direction, the Assistant CFO prepares accurate financial statements (according to GAAP) and manages the financial audit process. Assists CFO in developing the operating and capital budgets. Demonstrates expertise in Critical Access Hospital reimbursement and cost reports. Assists in variance reporting and special projects.

Core Responsibilities

1. Principal Duties and Responsibilities

1. Administers the general accounting, including third-party reimbursement, financial and statistical reporting functions of the hospital in accordance with established policies and accounting procedures. Reports on the status of these and other fiscal issues to the Board on a monthly basis.
2. Assists the hospital CEO in the development of long and short range hospital strategic plans which may include service demand analyses, resources availability analyses, financial forecasts, and cost benefit analyses of proposed capital and operation expansions.
3. Develops long and short range operational and capital budgets which are supported by the hospital's strategic plans and objectives. Prepares cash flow analyses and budget variance analyses. Recommends budget modifications as required. Assists managers in the development of departmental budgets.



4. Monitors hospital fiscal performance in realizing established plans and objectives of the hospital. Identifies and reports undesirable trends and works with Administration to identify and implement corrective action plans.
 5. Directs the preparation of internal financial reports including work papers for annual financial audit. Prepares timely financial reports in accordance with generally accepted accounting principles.
 6. Directs the preparation of financial data and associated reports required by government and other regulating agencies including payroll tax reports, public disclosure reports, and third-party payer cost reports.
 7. Complies with covenants and financial requirements associated with hospital financing arrangements.
 8. Oversees and maintains accounting internal controls and other business office systems and procedures to provide uniform and correct internal reporting and safeguarding of hospital assets.
 9. Consults and negotiates with third-party payers concerning hospital rates and managed care contracting.
2. **Oversees financial performance of department(s).**
 1. Prepares and monitors budgets.
 2. Forecasts revenue and estimates expenses.
 3. Ensures that departments receive monthly financial statements on a timely basis.
 4. Ensure that department financials include key statistics and metrics, including volumes, hours worked, FTEs, cost per unit of service, etc.
 5. Monitors monthly budget reports. Provides monthly variance reports.
 6. Measures and evaluates departmental productivity.
3. **Accounting**
 1. Prepares timely and accurate monthly and yearly financial statements according to GAAP.
 2. Prepare entries for contractual adjustment and allowances for bad debt.
 3. Develop and maintain a fixed asset system to track assets and record depreciation.
 4. Under CFO's direction, manager the audit process, including preparation of accurate and timely schedules for the year-end audit and cost reports.
4. **Manages opportunities for performance improvement.**
 1. Identifies opportunities for quality improvement.
 2. Works with others to develop a plan of action.

General Responsibilities

1. Completes required education/skill/competencies.
2. Attends and actively participates in interdepartmental meetings/education/competencies. Actively participates by giving constructive input.
3. Refers to and follows policies and procedures.
4. Participates in the development and attainment of departmental goals
5. Contributes to the overall functioning of CMC and the department by assisting where and when needed. Functions as a positive team player.
6. Maintains a clean, safe working environment.
7. Assists in QI/QA as requested including data collection.
8. Effectively communicates with other team members.
9. Completes required work accurately and in a timely manner.



Job Related Behaviors

1. **Integrity/Pride/Honor:** Exhibits the highest standards of professionalism in dealings with co-workers, employers, visitors, patients and residents both inside and outside of the facility.
2. **Respect/Equality:** Treats others as he/she would like to be treated.
3. **Communication:** Communicates openly and honestly and in a way that is clear and understandable. Uses positive communication and communicate appropriately with all CMC departments.
4. **Compassion:** Creates an environment of safety and trust for patients/residents/employees
5. **Trust:** Demonstrates trust in co-workers.
6. **Professionalism:** Demonstrates honesty and integrity. Always strive to give 100%
7. **Safety:** Creates/Ensures that work environment is safe for patients, residents, employees and visitors.
8. **Fiscal Responsibility:** Is a good steward of CMC resources.
9. **Ambassadorship:** Uses good judgement in behavior, appearance, words and actions. Remembers that employees are on stage at all times.
10. **Quality:** Is proficient, competent and efficient.
11. **Teamwork:** Lends a hand whenever possible to ensure top-notch patient/resident care.
12. **Commitment:** Committed to co-workers, patients, residents and providers.

Qualifications

1. Required: Bachelors degree in Finance, Accounting, or Business Management.
2. Required: 6 years finance/accounting experience, including a minimum of 3 years in healthcare finance.
3. Required: Experience reporting finance to Board of Directors as well as ability to develop effective communication with board members.
4. Required: Proficient Microsoft Excel skills/knowledge
5. Desired: CPA
6. Desired: Experience with Cerner financial applications, MultiView and Paycom.
7. Desired: Critical Access Hospital experience and understanding of cost reimbursement
8. Desired: Management experience