

Position Description

The Massachusetts League of Community Health Centers (MLCHC)

Chief Financial Officer

November 2018

The Opportunity

The MLCHC is a public charitable primary care association that provides a variety of technical and training services. The MLCHC's Mission is to support community health centers and their programs and priorities throughout the Commonwealth of Massachusetts. Due to the MLCHC's growth, budget, complexity, and scope the new position of CFO is being created.

The CFO Role: Scope and Responsibilities

The CFO's responsibilities will extend beyond those of a traditional CFO. Reporting to, and working closely with the President and CEO, the CFO has primary responsibility for the fiscal stewardship of MLCHC resources. Additionally, they will serve as a true thought partner and leader, working closely with the CEO and MLCHC divisions to determine best fiscal policy and practice in these unpredictable times.

The CFO supervises all staff who oversee accounting, accounts payable, accounts receivable, budgeting, and payroll. The CFO will be responsible for management oversight and strategic direction of the associations finances, will plan, direct, coordinate, and communicate all financial activities; and will lead and manage finance departments. They will develop, review, and refine policies and procedures related to accounting, budgeting and financial planning, financial controls, and investments and underwriting practices.

The CFO will prepare and present budgets to the Finance Committee and the Board. The CFO will coordinate reports to the Board and corporation with the CEO and MLCHC Treasurer. The CFO will guide and support development of all grant, contract, project, and division budgets. The CFO will oversee all financial management responsibilities and fiduciary roles of the MLCHC and for subsidiaries and affiliates.

The ideal candidate will have strong business acumen, a pragmatic approach, and deep knowledge of the health care landscape. They will have proven success in a financial leadership role for a multifaceted organization with complex financial, operational, and technological demands. A big picture thinker, they will also be willing to dig into the details. Expertise with large-scale process improvement efforts, system upgrades and change management will be important, as will the ability to develop and support highly motivated, high performing teams and business needs of divisions and management.

The CFO will oversee all compliance and internal controls with recognition of government (federal and state) grants and contracts as well as grants from foundations and corporations. The CFO must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance and administrative staff of five. The CFO will oversee preparation

of annual statements and audits for the MLCHC and its affiliates and fulfill related reporting requirements.

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investments, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking predictive models and activity-based financial analyses to provide insight into the association's operations, cost of services and business plans.

Planning, Policy, and Funder Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans, cost analyses and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Engage the Finance Committee of the Board of Directors to develop short, medium, and long term financial plans and projections.
- Represent the MLCHC to financial partners, including financial institutions, funders and foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration

- Oversee the accounting functions to ensure proper maintenance of all accounting systems; supervise MLCHC finance and accounting staff.
- Ensure maintenance of appropriate internal controls and financial procedures, overseeing systems to document costs of personnel and operations to support invoicing and release of revenue as earned.
- Lead the development of dashboards and other metrics and tools to manage costs, assess performance, design improvements and enhance decision-making.
 - Analyze revenue and expense trends, costs and net revenue.
 - Develop projections, annual budgets, and forecasts
 - Identify and create cost management and revenue enhancement opportunities
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and MLCHC's Board of Directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Assure compliance with and meet reporting requirements of all financial covenants and standards of funding sources and financial institutions.
- Ensure legal and regulatory compliance regarding all financial functions.

Qualifications

The CFO will be a seasoned and mature leader with at least 12-15 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The CFO will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and business of affiliates.

The CFO will have the following experience and attributes:

- Bachelor's degree in Accounting, Finance or Related Field REQUIRED
- MBA and/or CPA STRONGLY PREFERRED
- At least five years' experience as a CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$15 million
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of generally accepted accounting principles, nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 for audits, federal uniform guidance and requirements of the MA Department of Revenue.
- Experience working with information technology staff to manage finance and accounting software packages and business systems.
- Excellent written and oral communication skills.

MLCHC is an equal opportunity employer.