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**Oakland Community Health Network**

**Job Description**

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| **Job Title:** | Chief Financial Officer | | | | | |
| **Department/Activity:** | Budget and Finance | | | | | |
| **Position Reports To:** | Executive Director/CEO | | **Bargaining Unit:** | | Not Represented | |
| **Work Location:** | Troy, MI | **Exempt/Non-Exempt:** | | Exempt | | **Part-Time**  **Full-Time** |

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| **Job Summary** |
| The Chief Financial Officer provides strategic leadership with a focus on the financial position of OCHN and the contracted provider network. Understands and implements multiple federal, state, and local fund sources while maintaining compliance with federal, state, and local regulations. The Chief Financial Officer will establish, implement, and monitor long-term financial goals and objectives. Maintain fiscal solvency within the OCHN Network. Responsible for making certain that the assets of the system are protected and that the operations and services of the OCHN are efficient, effective, and provided at reasonable costs. Direct and oversee all the activities of the OCHN’s forecasting, accounting, budgeting, financial planning, and purchasing. Provide strategic guidance to assure human capital and resources are available for total rewards. Maximize organizational recruitment and retention efforts to inform and support engagement and culture initiatives. |
| **Essential Functions** |
| * Strategic financial leadership and operations. * In-depth knowledge of the Michigan Behavioral Health System, costing and cost allocation methods, system budget development and forecasting, healthcare analytics, managed care rules and regulations, outcome-based funding development and implementation. * In-depth knowledge of federal, state, and local fund sources and their rules & regulations, governmental accounting, and the Code of Federal Regulations, financial and single audits expectations and guidelines. * Strategic and creative thinking within the confines of Behavioral Health Managed Care rules and regulations. * Ability to develop, maintain and continuously improve relationships with outside auditors, banks, and other financial institutions. Including relationship development and emotional intelligence. * Ability to plan and supervise the implementation of system or process innovations to improve the efficiency and outcomes of services to individuals. * Leading Budget & Finance Team. * State and Federal reporting. * Understanding of Prepaid Inpatient Health Plan and Community Mental Health System contractual reporting requirements, cost accounting, system delivery, and allowable costs for each specific fund source. * Annual Financial Audit and Single Audit knowledge on process and procedures for governmental accounting, Medicaid rules and regulations, and necessary policies and procedure necessary to adhere to 42 Code of Federal Regulations. * Strategic financial leadership and operations. * In-depth knowledge of the Michigan Behavioral Health System, costing and cost allocation methods, system budget development and forecasting, healthcare analytics, managed care rules and regulations, outcome-based funding development and implementation. * In-depth knowledge of federal, state, and local fund sources and their rules & regulations, governmental accounting, and the Code of Federal Regulations, financial and single audits expectations and guidelines. * Strategic and creative thinking within the confines of Behavioral Health Managed Care rules and regulations. * Ability to develop, maintain and continuously improve relationships with outside auditors, banks, and other financial institutions. Including relationship development and emotional intelligence. * Ability to plan and supervise the implementation of system or process innovations to improve the efficiency and outcomes of services to individuals. * Additional duties, as assigned. |
| **Job Requirements and Qualifications** |
| **Education**:   * Bachelor's degree in a relevant discipline. * Master's degree in a relevant discipline preferred. |
| **Training Requirements (licenses, programs, or certificates):** |
| **Experience Requirements:**   * Minimum of seven (7) years full-time work experience in financial analysis, business administration, general accounting, cost accounting, or related area, in a complex multi-site, multi-function governmental entity with increasing responsibilities in a managerial or supervisory capacity.   **Knowledge Requirements:**   * Demonstrated knowledge of budgetary development and management and accounting principles and procedures. * Demonstrated knowledge of statutes, ordinances, resolutions, and regulations governing accounting, auditing, and fiscal procedures. * Working knowledge of Organizational Strategic Planning. * Demonstrated expertise in Generally Accepted Accounting Principles (GAAP) |
| **Job Specific Competencies/Skills:**   * Ability to lead multi-area teams with competing priorities. * Ability to develop individuals and team culture. * Guiding, leading, and training staff and other members of OCHN on Behavioral Health Fund Source management. * Training management. * Ability to analyze, evaluate and collaboratively use financial data for continuous improvement. * Ability to diagnose, initiate, plan, develop, coordinate, and implement multi-program improvement activities. * Ability to compile statistics, decipher pertinent information, and present clear, concise, and understandable oral and written financial operational and other types of departmental reports to officials and other interested groups or individuals. * Demonstrated proficiency in the utilization of data processing techniques using. * Ability to prioritize and direct the Budget and Finance Team high-level projects, issues, and concerns. * Reports directly to the CEO, to forecast, provide financial analysis, and funding trends that lead to data-driven decisions that support operations and secure quality service delivery reports.   **Managerial Competencies/Skills:**   * Ability to recognize and analyze complex operational/administrative or fiscal problems, and to recommend and implement solutions. * Ability to work collaboratively and positively with all levels of the organization and network, creating an environment that recognizes challenges, initiates collaborative problem solving and effectively implements solutions. * Ability to recruit, select, supervise, plan, direct, and evaluate the work of professional, administrative, and clerical employees. * Ability to define and provide developmental opportunities for future succession planning and skill enhancement. * Ability to communicate effectively, both orally and in writing. * Demonstrated ability to initiate, plan, develop, coordinate, and implement system-wide programs/initiatives. * Highly effective project management skills. * Highly effective interpersonal, active listening, negotiation, and conflict resolution skills. * Ability to respond appropriately to and manage crisis situations. * Engage with all providers in OCHN’s provider network to promote the mission, vision, and values of the organization. * Keeps the Chief Executive Officer and Chief Operating Officer informed of critical issues and challenges that impact the financial standing of OCHN and impact the provision of services, supports, and provides network stability. |
| **Oakland Community Health Network’s Core Competencies:** |
| * Interacting with others in a way that gives them confidence in one’s intentions and those of the organization; demonstrating loyalty to the organization and its mission and values; maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles. (Integrity/Building Trust) * Making customers and their needs a primary focus of one’s actions; developing and sustaining productive customer relationships, recognizing that the ultimate customer is the person served. (Customer Focus) * Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application. (Continuous Learning) * Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence in addition to consciously adopting organizational standards of excellence. (Work Standards) * Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message. (Communication) |
| **Additional Information** |
| * Must have available means of transportation to and from OCHN and for required offsite meetings or site visits. * Must be available for meetings and events which may occur outside of standard office hours. * Work performed primarily in an office environment. * Hybrid (onsite/remote) work schedule available. * The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.   OCHN is committed to building a diverse team and fostering an inclusive and equitable culture. We are proud to be an equal opportunity employer that embraces and encourages our employees’ differences. This includes (but is not limited to) ability, age, color, family type, gender expression and identity, individual expression, medical conditions, national origin, pregnancy, race, religion, sexual orientation, veteran status, and all other diverse and wonderful characteristics. |

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| **Director of Human Resources:** |  | **Date:** |  |