



COMMUNITY HEALTH CENTER OF CENTRAL WYOMING

CFO Job Description

Job Summary

Community Health Centers of Central Wyoming is looking for a qualified candidate to fill the Chief Financial Officer position. The CFO positions plays an essential role by directing the financial activities of Wyoming's largest and oldest Federally Qualified Health Center, including: accounting, revenue cycle, financial systems and controls, compliance, financial analysis, budgeting, operational effectiveness, strategic positioning, forecasting, and reporting. Additionally, the CFO oversees the Director of Operations and the Director of Information Technology.

The CFO is a member of the executive leadership team at CHCCW and is expected to build and support effective relationships with internal and external constituents. The CFO serves as one of the key components to the leadership team and is expected to provide honest counsel, both financially and strategically as they develop a report with staff, community and Board of Directors. This position is expected to maintain a high level of visibility within the facility, our community, and the region.

Essential Functions

- Provide leadership to achieve financial and operational performance objectives and expectations including revenue growth, operational margin targets, effective expense management and overall efficiency measures. This includes the use of analytical processes to assure the success of initiatives and performance improvement opportunities in the areas of operational performance, clinical excellence, patient satisfaction and employee engagement.
- Provide leadership in strategic planning and evaluation/assessment of growth and operational initiatives as well as the evaluation, development and implementation of new programs and service lines, capital acquisition (including campus planning and future expansion) and technological investments. This includes the evaluation and assessment of future facility operations to ensure strong financial and operating outcomes.
- Provide leadership, supervision, guidance and development for staff. Articulate and demonstrate an expectation for continuous quality improvement through the support and display of CHCCW values and service standards. Identify and provide growth opportunities for high-potential staff, which may include functioning as a mentor.
- Develop strategy and drive process improvements focused on clinical services, outcomes, patient throughput, and patient safety. Promote a patient-centered healing environment. Promote the use and implementation of technology in the workplace in order to streamline operations, improve communications, and optimize work processes.
- Oversee HRSA reporting and compliance requirements.
- Ensure an Ethics & Compliance Program is in place and functioning in all areas that report to the CFO. Enforce CHCCW's compliance policies and procedures; assist or help coordinate compliance investigations, audits, and monitoring activities; coordinate and oversee compliance training.
- Help cultivate and nurture an effective team environment in order to coordinate activities, review work, exchange information, and resolve problems. Champion, model, and promote service excellence philosophies and behaviors at the facility to enhance the overall patient experience.

- Employee communicate patient need with reception, case manager, and/or financial specialist to assist with community resources.

Essential Hard Skills:

- Workforce development that is change-ready and adaptable.
- Developing efficient business processes with a particular focus on effective revenue cycle management.
- Maximizing information technology to improve both efficiency and quality.
- Reporting and communicating outcomes organization-wide.
- Documenting value in terms of cost, efficiency, quality, patient satisfaction and population health.
- Creating a culture that is patient-focused and customer driven.
- Strategic planning.
- Developing and motivating managers and staff to achieve strategic objectives and maintain accountability.
- Gaining credibility and partnering effectively with medical staff to achieve desired organizational outcomes.
- Success in leading profitable financial operations for a large, complex organization.
- Achieving cost savings in a decisive, yet collaborative and professional manner.
- Knowledge and thorough understanding of insurance and managed care contracting principles and practices.
- In-depth knowledge of revenue cycle, accounting principles, budgeting, cost accounting and reimbursement.
- Experience negotiating with both insurance payers and vendors to achieve financial objectives while maintaining positive relationships.
- Skilled in strategically and proactively creating and managing financial solutions resulting in organizational growth and success.
- Coaching and developing direct reports that results in enhanced performance outcomes.
- Quickly assessing and assimilating organizational and industry financial dynamics and making appropriate decisions related to new initiatives.
- Constructing new and innovative solutions to meet changing organizational strategies and goals.
- Project management and construction of new facilities.
- Establishing, pursuing, and monitoring appropriate process and outcome measures for key initiatives.
- Analyzing a variety of complex financial and statistical data.
- Anticipating and meeting the needs of internal and external customers.
- Building strong, trusting relationships at all levels within the organization.
- Excellent human relations, organizational and communication skills, including written, verbal, and listening skills.

Essential Soft Skills:

Strong work ethic, results-oriented, persuasive, self-aware, motivational, able to make rational decisions in difficult situations with many variables, inspirational, confident, humble, systems-thinker, innovative, life-long learner, courageous, honest, kind, collaborative, cooperative, effective listener, emotionally stable, good sense of humor, and passionate about continuously improving and providing high quality care and service to patients, employees, and physicians.

Minimum Qualifications:

- Strong knowledge and understanding of business and financial healthcare as normally obtained through the completion of a Bachelor's Degree in Accounting, Finance, Economics, Business Administration or related discipline.
- Must possess a strong knowledge and understanding of financial operations with a minimum of five-plus years of progressively responsible financial leadership experience.
- Must possess three years of experience in an FQHC, RHC or multi-physician practice environment at a director level or higher.

Preferred Qualifications:

- Master's Degree in Accounting, Finance, Economics, Business Administration or other related discipline.
- Prior experience working as a CFO or C-suite Officer in an FQHC, integrated delivery system or medical center.
- Experience working in all financial disciplines, including but not limited to: financial analysis, revenue cycle, budgeting, and accounting.

CHCCW Highlights

Community Health Centers of Central Wyoming (CHCCW) is a Federally Qualified Health Center with three locations, providing family medicine, dental, behavioral health, urgent care, and women's health services in Casper, Riverton and Dubois. In addition to our primary care services, CHCCW provides laboratory, imaging and pharmaceutical services, along with case/care management, financial assistance and referrals to over 13,000 patients throughout Natrona and Fremont Counties. CHCCW has been in operations since 1999 and has an annual operating budget of \$12 million per year and over 110 full time employees.

Community Highlights

Casper is centrally located in the State of Wyoming and just a few short hours to Billings, MT and Denver, CO, providing easy access to larger metropolitan areas while maintaining small town atmosphere and values. Located between Wyoming's Thunder Basin and the Rocky Mountains, Casper is only minutes away from world class fishing, hunting and outdoor activities. Numerous lakes, rivers and reservoirs surround Casper, while Hogadon Ski Resort is just 15 minutes south of town. With over 65,000 people and a strong economy, Casper's unemployment rates are very low and the region has invested heavily in community infrastructure and schools.

Job Type: Full-time

Salary: \$100,000 to \$120,000 per year DOE

Apply: <https://www.chccw.org/careers/>

For more information contact: Cole White, CEO at cwhite@chccw.org or 307-233-6028