



POSITION SPECIFICATION

Chief Financial Officer

New York, NY



CHIEF FINANCIAL OFFICER

REPORTING TO:	President and CEO
DIRECT REPORTS:	Finance Department, including Revenue Cycle Management Department
LOCATION:	New York, NY

COMPANY DESCRIPTION

DAMIAN FAMILY CARE CENTERS, INC.

www.damian.org

Damian Family Care Centers, Inc. (“DFCCs”) is a not-for-profit primary medical health center and dental care services provider with fifteen health center locations across the greater NYC metropolitan area. Since 1999, the organization has been fulfilling its mission to improve the health status of its patients.

DFCCs offers the following:

- staff who are culturally sensitive and appropriately credentialed to diagnose and treat its patients;
- care to the underserved populations;
- safe, quality, primary and specialty services to the community regardless of language, cultural barriers, or ability to pay.

Over the last few years, because of greater demand and consolidation in the industry, DFCCs has grown to a \$30 million plus budget operation, performing approximately 130,000 patient encounters annually with over 12,000 unduplicated users.

DFCCs has a long history of service to the underserved. Since receiving its FQHC status, the organization has strengthened its care systems and added new components, including the Health Disparity Collaborative Model, which has furthered its ability and reputation to serve the dominant health conditions present in their community. DFCCs systems and staff are designed to address these critical health care needs in a comprehensive, one-stop approach. The success at developing the systems required by members of the communities served and particularly, its targeted efforts to meet the needs of low income and homeless individuals, has created significant demand for services.

12 out of 15 DFCCs health centers are located in communities designated as Medically Underserved Areas (MUAs) and/or Health Professional Shortage Areas (HPSAs). Their Target Population includes people in the service areas with incomes below 200% of the federal poverty level (FPL). Approximately 85% of the patients receiving care at DFCCs locations have recent and long histories of incarceration and enter the drug treatment programs we serve after discharge from Riker’s Island or from Alternative to Incarceration Programs. The Target Population mirrors the ethnic/racial minorities in the service area.

As an FQHC, the board of eleven is composed of a majority of those who are served by DFCCs.

SCOPE AND RESPONSIBILITIES

The Chief Financial Officer is responsible for all aspects of financial and fiscal management of Damian Family Care Centers, Inc. He or she will provide leadership and coordination in the administrative, business planning, accounting, and budgeting processes of the organization. He or she will develop tools and systems to provide critical financial and operational information to the President and CEO and make actionable recommendations on both strategy and operations. He or she will also oversee long-term budgetary planning and costs management in alignment with DFCCs' strategic plan.

Specific responsibilities include the following:

Executive Management:

- Serve as a member of executive leadership team.
- Participate in key decisions pertaining to strategic initiatives, operating models, and operational execution.
- Work with the Strategic Planning Committee of the Board of Directors, providing data, analysis, situational scenarios, and structure to the discussions.
- Supporting and partnering with the President and CEO on major strategic initiatives.

Financial Planning and Analysis:

- Prepare and maintain regular financial planning reports; complete analysis of financial results; develop recommendations (strategic and tactical).
- Assist in development of organizational business plans.
- With the President and CEO, evaluate potential acquisitions and provide support to the board and CEO during the acquisition process.

Finance:

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash 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 organization's operations and business plans.

Planning and Policy:

- Coordinate the development and monitoring of budgets.
- Develop financial business plans 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 company to financial partners, including financial institutions, auditors, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration:

- Oversee the accounting department to ensure proper maintenance of all accounting systems and function.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, and Board of Directors; oversee the preparation and communication of monthly and annual financial statements.
- Ensure legal and regulatory compliance regarding all financial functions.

Team Management:

- Mentor, develop, and supervise staff within CFO span of control for: work allocation, problem resolution, performance evaluation, and the building of an effective team dynamic.

Accounting Activities:

- Oversee preparation of month-end, quarter-end, and year-end financial statements.
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation.
- Enhance and implement financial and accounting systems, processes, tools, and control systems.
- Review rate adjustments proposed by the State, Federal, and City agencies and respond as appropriate.
- Understand all aspects of Federally Qualified Health Centers.
- Coordinate efforts to maximize third party reimbursement (i.e. Medicaid, Medicare, Sliding Fee Schedule, Capitation Fees, and private insurance).
- Directly participate in the analysis of third-party payer contracts including filing for rate increases.
- Manage all financial aspects of local, State, and Federal grants including required reporting.
- Serve as final point of decision-making for Accounts Receivable/Accounts Payable issues.
- Develop, manage, and evaluate Finance Department staff.
- Serve as a key point of contact for external auditors; manage preparation and support of all external audits.

Cash Management:

- Oversee weekly cash management; approve weekly payables; execute check signing.
- Oversee AR management and provide support to collections activities.

Insurance/Real Estate/Legal Affairs:

- Manage the company's insurance program.
- Manage the company's real estate affairs consisting of leases and sub-leases.
- Negotiate new leases or lease renewals; coordinate with legal counsel.

KEY SELECTION CRITERIA

The Chief Financial Officer will have leadership experience in not-for-profit human service organizations, with increasing levels of responsibility; or, similar or related experience in other complex, social service or philanthropic organizations that deliver services to the public or someone within a health-related consulting firm. The successful candidate must have a strong record of financial planning, analysis, and accounting. The ability to learn quickly and understand the NYC region and the communities served is essential. Alternatively, a for-profit financial executive with a long-term commitment, as demonstrated by volunteer and board service to the mission and values of health services for underserved populations, will be considered.

Specifically, the ideal candidate will possess:

- Demonstrated ability to synthesize financial data and offer strategic alternatives;
- An understanding of health care specific financial rules, including reimbursements, Medicare and Medicaid billing, and familiarity with health insurance, is ideal. At least five to eight years of demonstrated experience in a senior position in financial management and accounting, ideally in the nonprofit health care sector;
- Experience working with current information technology to manage finance and accounting systems;
- Excellent written and oral communication skills;
- Demonstrated leadership ability, team management, and interpersonal skills;
- Excellent analytical and abstract reasoning skills, plus excellent organization skills;
- 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 nonprofit accounting, grant accounting, compliance, and reporting;
- Flexible and a self-starter; able to multi-task while also being detail-oriented;
- Ability to professionally interact with the Board Finance Committee, the Strategic Planning Committee and the Board of Directors;
- Ability to take a leadership role as an active partner in new business development, projecting financial models and other information required for appropriate organization decisions;
- Bachelor's degree in Accounting required (MA/MBA preferred);
- A CPA is highly desirable.

PERSONAL / PROFESSIONAL ATTRIBUTES

- A supportive management style that demonstrates initiative, patience, flexibility, sound judgment, and collaboration with an interest in developing the skills of staff and colleagues.
- Visionary thinker combined with a practical approach to problem-solving.
- Integrity, loyalty, and the desire to hold himself/herself and others to the highest professional and ethical standards.
- High EQ, with an ability to understand and operate with the culture of the organization.
- An interest in the mission of the organization and/or a demonstrated interest in family social services is highly desirable.

James Abruzzo

Managing Partner, Global Nonprofit Practice
DHR International
280 Park Ave, 38th Floor West
New York, NY 10017
973.885.5447
Jabruzzo@dhrinternational.com

Phil DeBoer

Principal
DHR International
71 S. Wacker Drive, Suite 2700
Chicago, IL 60606
708.450.4003
Pdeboer@dhrinternational.com