**CHIEF FINANCIAL OFFICER, HEALTH DEPARTMENT**

Posting Number: #14-139

Annual Salary: $73,099

Application Deadline: 11:59 PM, Friday, October 17, 2014

Required Documents: Resume, cover letter, transcripts, and application

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**General Summary:**

Under the general direction of the Health Officer, the Chief Financial Officer is responsible for all financial matters of the Health Department including the development and monitoring of all Health Department budgets for grants, contracts and managed care arrangements. The CFO oversees all financial reporting assuring the integrity and accuracy of financial data, as well as compliance with federal, state, local and internal laws, regulations, and policies. The CFO contributes to departmental strategic planning and program management by providing financial information and expertise. The Chief Financial Officer must thrive in an autonomous and deadline oriented workplace while managing a finance staff.

**Essential functions:**

1. Oversees the development and monitoring of the Health Department’s budgets. Develop and utilize forward-looking, predictive models and activity-based financial information to provide insight into the organization’s operations and strategic direction.

2. Assures compliance with federal, state and local regulations, policies and procedures, and generally accepted accounting principles. Maintains internal controls and safeguards.

3. Directs cost studies, cost accounting projects, and cost allocation systems. Develops and implements billing and auditing processes, revenue policies, procedures, and cost recovery strategies.

4. Works closely with all Health Department divisions to provide financial guidance in regard to divisional goals and program operations.

5. Serves as the liaison to other County departments regarding financial matters of ICHD. Works closely with Financial Services, Budgeting, Treasurer’s Office, Purchasing and MIS to further the financial, personnel and technology needs of the Health Department.

6. Serves as liaison to the Michigan Department of Community Health, other state departments, and other organizations for all financial matters. Oversees financial reporting and expenditure reimbursement systems between ICHD and state departments/other organizations.
7. Ensures record systems are maintained in accordance with generally accepted auditing standards. Ensures compliance with record retention and privacy policies.

8. Develops, implements and oversees the financial aspects of the ICHD contract administration system.

9. Performs personnel management functions, directly or indirectly through mid-level supervisors. Examples include interviewing, selecting and training staff. Evaluates and reviews work assignments, processes and staff performance. Addresses employee relation issues including promotions and terminations.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** A minimum of a Bachelor’s Degree in Accounting, Finance, Business Administration or a related discipline is required.

**Experience:** A minimum of five years of financial management experience is required including some experience with grants management and at least 1 year of supervisory experience.

**Other Requirements:** None

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Working Conditions:**
- This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

**Physical Requirements:**
- This position requires the ability to sit, stand, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position’s physical requirements require continuous stamina (more than 50%) in sitting, reaching, handling, typing and enduring repetitive movement of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina (21-50% of the time) in traversing, carrying and grasping. This position’s physical requirements require little to no stamina (less than 5%) in standing, lifting, pushing and pulling.
This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

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