



MEDICAL EYE CENTER

JOB DESCRIPTION

GENERAL SUMMARY:

Under the supervision of the Chief Executive Officer (CEO), The Chief Financial Officer (CFO) manages the financial well-being of the Medical Eye Center (MEC) and all associated entities. The CFO directs and oversees all financial operations, including financial planning, budgeting, forecasting, financial reporting and analysis, overseeing revenue cycle management, guiding financial strategy, directing the activities of the accounting department, and ensuring that all regulatory compliance measures are met, and solid internal controls are in place.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- **Financial Strategy:** Develop and implement financial strategies aligned with the overall goals and objectives of the MEC.
- **Budgeting and Forecasting:** Lead the annual budgeting process (operating, capital, travel, etc.) and develop financial forecasts to support decision-making and planning.
- **Financial Reporting:** Oversee the preparation and analysis of financial reports, including income statements, balance sheets, and cash flow statements, to provide accurate and timely information to stakeholders. Produce and monitor KPIs, work with individual managers to interpret data. Attends and presents financial data and analysis at board meetings.
- **Performance Analysis:** Conduct ongoing analysis of financial performance, identify trends, and provide insights to improve operational efficiency and profitability.
- **Partner Financials:** Track and report partner allocations from the various entities, presenting understandable summary and in depth data, answering questions from partners. Manage financial transactions amongst partners, for new partner buy ins and retirements.
- **Financial Compliance:** Ensure compliance with regulatory requirements, accounting standards, and internal policies and procedures.
- **Risk Management:** Identify and mitigate financial risks, such as revenue fluctuations, reimbursement changes, and compliance issues. Reviews financial controls regularly, utilizing outside advice at least every other year.
- **Investment Management:** Oversee investment strategies and financial assets to maximize returns while managing risk.
- **Cost Management:** In coordination with the annual goals and objectives of the organization, assist in developing and implementing cost control initiatives to enhance profitability and streamline operations.
- **Stakeholder Relations:** Build and maintain effective relationships with internal and external stakeholders, including physicians, staff, patients, vendors, and financial institutions.
- **Team Leadership:** Provide leadership and mentorship to the finance team, fostering a culture of collaboration, accountability, and continuous improvement.

- Strategic Planning: Collaborate with the executive team to develop and execute strategic initiatives that drive growth, innovation, and sustainability.

CULTURE

- Contributes to creating an environment oriented to trust, openness, creative thinking, accountability, and cohesive team effort.
- Cultivate self-awareness through encouraging self-reflection and continuous personal development, providing opportunities and resources to do so.
- Develops and maintains professional, support-oriented working relationships with patients, employees, team members, and community partners.
- Lead by example (role model) – behavior consistent with words. Demonstrate a commitment to trust, openness, accountability, and self-awareness in your own actions and decisions. This includes regularly asking for feedback and giving feedback to others, a commitment to a ‘no triangulation, no withholding’ environment, and focus on problem-solving vs. blame. Intervenes when this is not occurring.
- Embraces belief that “We are all responsible, and no one is to blame”. Address conflicts promptly and constructively, promoting resolutions that reinforce trust and accountability.
- Model and Support iCare standards:
 - Integrity: I am honest and strive to conduct myself ethically in all endeavors.
 - Commitment: I am committed to excellence; I seek out the best resources and technology to deliver my very best for the benefit of others.
 - Awareness: I am aware of my physical appearance, the appearance of the office, my emotional state, and my interactions with co-workers and patients.
 - Relationships: I am non-defensive, open, and aware. I ask for and seek feedback to maintain my relationships. I recognize issues with patients or staff, then facilitate resolution.
 - Empathy: I listen without judgement, find common ground, and offer help. I validate others’ perspectives and connect with them.

EDUCATION AND/OR EXPERIENCE:

- Master’s degree in accounting, business, finance, or equivocal area of study.
- Minimum of 5 years’ experience as a CFO or senior financial executive responsible for leading teams, managing budgets, crafting, executing, and measuring business growth plans and initiatives.
- Prior experience in healthcare preferred.
- Certified Public Accountant standing preferred.
- Has held a position that reported directly to business owners or executive board.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding of advanced accounting, regulatory issues, and tax planning.
- Deep understanding of healthcare finance, reimbursement models, and regulatory requirements.
- Strong financial analysis and forecasting skills, with the ability to translate complex data into information that is accessible to non-finance stakeholders.
- Working knowledge of the revenue cycle process, including billing, collections, and reimbursement, to optimize revenue generation and minimize revenue leakage.

- Excellent communication skills; handles challenging situations with diplomacy without compromising clarity.
- Highly organized, skilled at prioritizing work demands.
- Accuracy and attention to detail.
- Facilitate problem-solving and collaboration across departments and programs
- Demonstrates ability to evaluate suggestions and criticism objectively and non-defensively and undertakes measures to change behavior or seek guidance.
- Demonstrates flexibility and supports changes that improve quality of care, service, and operations.
- Demonstrates flexibility in work assignments and hours within the department
- Takes initiative to assist other staff in completion of their assignments as needed.
- Maintains a positive and cooperative outlook toward his/her position, the office, and fellow employees.
- Maintains consistent attendance and reports to work on-time.
- Is neat, well groomed, and follows dress code.
- Attends required meetings as scheduled.
- Ability to work with confidential information and handle protected health information in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

OFFICE EQUIPMENT REQUIREMENTS:

- Advanced knowledge of Microsoft office suite, including project management tools.
- Advanced knowledge of payroll and human resources information software.
- Telephone, able to hear and communicate.
- Fax / Copier / Scanner.

LANGUAGE SKILLS:

Must have the ability to communicate with clarity, verbally and in writing; read and interpret complex documents, regulations, policies, and procedure manuals; and create professional business documents.

MATHEMATICAL SKILLS:

Must have the ability to add; subtract; multiply; use percentages, fractions, decimals; interpret numeric graphs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Ability to sit for long periods of time.
- Occasional bending, stooping, and reaching required.
- Manual dexterity required to operate modern office business machinery (phone, fax, PC, projector, etc.)

While performing the duties, the following will be required:

- Walk 5%
- Sitting 75%
- Standing 15%
- Computer usage 90%

- Use hands to finger, handle, or feel; and talk or hear
- Frequently is required to stand, reach with hands and arms, and twist
- Occasionally required to stoop, kneel, crouch, or crawl
- Must occasionally lift, and/or move light material (<30 lbs.)
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a Chief Financial Officer encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Noise level in the work environment is usually quiet.
- Located in a comfortable indoor area, though not necessarily a private office.

HAZARDS:

A hazard is the potential for harm. An individual in this role must follow safety guidelines such as hand washing, assigned employee OSHA category, and department's job hazard safety programs. Health care setting hazards for this position include the following:

- Ergonomic hazards from lifting and repetitive tasks
- Duties may involve exposure to blood, body fluids, tissues, or other potentially infectious materials.

OTHER DUTIES:

Medical Eye Center reserves the right to modify this description at their discretion. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.