

Community Health Alliance of Pasadena (CHAP)
Job Description

Title: Chief Financial Officer
Department: Finance Department
Reports To: Chief Executive Officer
Directs: Finance Department
EEOC:
FLSA Status: Exempt
Salary Range: \$90,000 (low) – \$100,000 (mid-point) – \$110,000 (high)

Resumes should be sent to akurdoghlian@chapcare.org

Community Health Alliance of Pasadena (CHAP) strives to pay its workforce at the mid-level or 50% of the salary range. For new hires, we offer pay at less than the 50% mark to allow for growth. CHAP offers a generous employee benefit package. The combination of the pay and benefits results in a total compensation package in the 70% of the competitive salary range.

SUMMARY

The Chief Finance Officer (CFO) is responsible for all financial functions of Community Health Alliance of Pasadena (CHAP), either directly or through supervision of staff and for strategic financial planning to improve the well-being of the agency.

CHAP's Expectations of all Employees

- Adheres to all CHAP's Policies and Procedures
- Conducts self in a manner that represents CHAP's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with her/his immediate supervisor about Departmental and CHAP concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

PRIMARY DUTIES:

- A. **ANNUAL BUDGETS.** Develop annual budgets as required by Board of Directors and the Bureau of Primary Health Care. Budget development requires coordination with all program and clinical managers, review with Chief Operations Officer (COO) and Chief Executive Officer (CEO) and final presentation CHAP Finance Committee and Board for final review and approval. Monitor the budget on a monthly and quarterly basis and provide ongoing feedback to COO, CEO and program/clinical managers on budgetary status.
- B. **FINANCIAL MANAGEMENT.** Develop policies and procedures to ensure sound financial management of CHAP and compliance with local, state and federal requirements. Monitor performance of all employees involved with billing, collection, payroll, and payable activities. Assure financial integrity of CHAP by ensuring that proper controls are in place thereby reducing financial risk. Develop recommendations for continuous improvement of the financial operation. Utilize CHAP's Board of Director's Finance Committee as a resource for reviewing and recommendations for improvement.
- C. **GRANTS.** Assure timely submission of all Local, State, Federal and private grant applications. Coordinate and assure timely submission of all financial monitoring, reports and information required by grantors. Partners with grants writers, both in-house and contracted, on financial information required to assure successful grant application process.
- D. **REPORTS.** Prepare monthly, quarterly and annual reports of organization's financial activities and status. Present monthly reports to CHAP's Finance Committee for review and approval. Responsible for the timely completion of annual external audit (A-133) and filling of tax return after review and approval of Board and CEO.

