**West Cecil Health Center, Inc.**

**Job Description**

**Title:** Chief Financial Officer (CFO) **Job #:** N/A

**Department:** Administration **Reports to:** President & CEO

**FLSA Status:** Exempt

**About West Cecil Health Center**

West Cecil Health Center, a leading federally qualified health center (FQHC), has been at the forefront of delivering high-quality, affordable health services to Maryland’s Cecil and Harford County residents since 2008. Our dedicated team of 100+ employees works tirelessly to provide a wide range of services, including primary care, dentistry, behavioral health, optometry, and more, supported by our onsite lab and pharmacy. Guided by our vision of "Communities thriving from the power of great health," we embody our core values of compassion, creativity, equitable access, gratitude, and quality in everything we do.

**Position Summary**

As the Chief Financial Officer at West Cecil Health Center, you are at the helm of our financial strategy, reporting directly to the CEO. Your expertise in the nonprofit healthcare sector will be crucial, particularly in revenue cycle management, payer contracting, and grants. In this key leadership role, you will ensure the financial well-being of our organization, aligning our fiscal strategies with our overarching goals of providing high-quality, affordable health services.

### Your Role and Impact

* **Strategic Leadership:** Guide our financial strategy with an eye toward sustainable growth, employing your expertise in revenue cycle management, payer contracting, grants management, and strategic fundraising. Your leadership will ensure our financial resilience and ability to expand our services.
* **Financial Stewardship and Compliance:** Ensure meticulous compliance with all financial, regulatory standards, and healthcare-specific regulations such as HIPAA and HRSA requirements. Your stewardship will extend to overseeing risk management and insurance policies, safeguarding our center against fiscal and operational risks.
* **Grants and Fundraising:** Harness your grant writing and management skills to secure essential funding, working closely with our development team to identify and pursue grant opportunities and other fundraising initiatives.
* **Technology and Analytics:** Leverage technology and data analytics to enhance financial reporting, operational efficiency, and strategic decision-making. Your proficiency in financial management software, business intelligence tools, and data analytics will drive improvements across our financial operations.
* **Community Engagement and Partnerships:** Cultivate strategic partnerships and engage with community leaders and stakeholders, reinforcing our commitment to equitable access and community health. Your ability to navigate these relationships will be critical to our center's success and expansion.
* **Operational Excellence:** Champion continuous improvement and lean management practices within the finance department and beyond, streamlining processes to enhance efficiency and reduce waste.
* **Team Leadership and Development:** Recruit, mentor, and lead a high-performing finance team. Your commitment to professional development and ethical leadership will inspire excellence and integrity across our organization.
* **Effective Communication:** Articulate complex financial concepts and strategies across all levels of the organization, ensuring clarity, alignment, and inspired action toward our shared goals.

### What You Bring

* **Comprehensive Healthcare Finance Knowledge:** Deep understanding of healthcare financial regulations, reimbursement models, and the unique challenges of the FQHC and nonprofit sectors.
* **Strategic and Analytical Prowess:** Proven strategic planning and financial analysis capabilities, adept at managing complex budgets and using data to inform decision-making.
* **Commitment to Excellence:** Strong leadership, communication, and team-building skills, combined with a commitment to our core values of compassion, creativity, equitable access, gratitude, and quality.

**Qualifications**

* Bachelor's degree in Accounting, Finance, Business Administration, or related field required; Master's preferred.
* CPA is preferred

**Working Conditions and Location**

This pivotal role is based primarily at our Conowingo, MD office, with the flexibility to work remotely 1-2 days per week. We offer flexible hours, recognizing the importance of work-life balance in fostering a productive, engaged, and balanced team environment.

**Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, obligations, and activities may change at any time, with or without notice.

*West Cecil Health Center is proud to be an Equal Opportunity Employer. We value diversity and encourage applications from all qualified candidates, including minorities, women, protected veterans, and individuals with disabilities.*

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The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_