



## **North Central Florida Health Planning Council, Inc. (dba WellFlorida Council)**

### ***Job Description***

**Job Title:** Chief Financial Officer (CFO)  
**Employment Type:** Full-time, Exempt  
**Salary:** \$110,000 - \$130,000 (commensurate with experience), plus benefits  
**Location:** Gainesville, Florida, but serves 16-county area  
**Position Closes:** Open until filled  
**Submit Resume:** <https://tinyurl.com/WF1056>

### **JOB SUMMARY**

North Central Florida Health Planning Council, Inc. (doing business as WellFlorida Council) is one of Florida's local health councils as designated by Florida Statute 408.033. WellFlorida Council is a 501c-3 that has been in operation since 1969. With an annual budget of nearly \$16,000,000, WellFlorida coordinates critical safety net services, specializing in maternal and child health services and HIV/AIDS, and community health research programs in 16 north central Florida counties. In recent years, WellFlorida has grown substantially, and its leadership and Board of Directors have determined that there is a need for a Chief Financial Officer (CFO) to provide daily and strategic oversight of the fiscal management of the organization.

The CFO monitors and manages the organization's finances as well as the finances of individual programs within the organization; is responsible for all forms of internal and external financial reporting; and oversees and manages all fiscal and administrative support staff. This is a professional position that reports to the Chief Executive Officer (CEO). The position directs the financial management program that encompasses the coordination and integration of functional activities associated with budget, accounting and managerial financial reporting, grants management and the supervision of the internal fiscal processing team. The person holding this position is a member of the Senior Executive Team and works closely with the CEO, the Chief Operations Officer (COO) and Program Managers along with WellFlorida Board members, corporate partners and others on the WellFlorida staff as needed.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position without an accommodation. The omission of an essential function does not preclude the management for assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and performs the general accounting and finance functions for WellFlorida.
- Oversees all fiscal operations including accounts receivable and payable, payroll, contracted obligations, billing and collections, purchasing, and inventory control.
- Prepares all financial statements reporting the financial position and the results of operation of the operations of the organization on a monthly and annual basis including comparison with budgets and operating plans, and at other times as required by outside funders.
- Prepares all materials necessary to support the independent auditor in the annual audit.

- Maintains the general ledger.
- Manages accounts payable and disbursements.
- Manages accounts receivable and collections.
- Ensures proper receipt, deposit, and disbursement of all organization funds.
- Supervises the fiscal and administrative support staff.
- Ensures proper cash flow.
- Reconciles all account balances monthly.
- Assists the CEO and the COO in the development of the annual budget.
- Establishes goals and objectives and engages in improving the organization's fiscal outcomes.
- Maintains internal control system for cash and assets.
- Arranges for and support the annual financial audit.
- Develops and maintains written procedure manuals that are consistent with the organization's policies, goals, and objectives regarding acceptable accounting practices, independent audits, and fiscal management processes.
- Provides financial management of grants.
- Provides financial management of internal programs.
- Keeps current of the personnel market and makes recommendations to the CEO and COO regarding salary structure and benefits.
- Develops or direct the development of reports as required and requested.
- Ensures the production and timely reporting of all required reports to external funders.
- Participates in quality assurance and quality improvement (QA/QI) activities as necessary.
- Ensures that the financial system is accurate, efficient, and in accordance with all professional accounting practices and governmental regulations.
- Assists the CEO with materials for Board meetings.
- Serves as a member of the Senior Management Team.
- Performs other duties as requested by the CEO.
- Completes all requirements of individual training plan and as needed training evolves.

**KEY ATTRIBUTES AND CORE COMPETENCIES (i.e., Knowledge, Skills, and Abilities for an Employee to Be Successful)**

- Must be organized, self-motivated, and detail oriented.
- Must have the ability to both work independently and as part of a team.
- Demonstrate a high level of communication, interpersonal, self-management, and creative thinking skills.
- Sound judgment in meeting the responsibilities and performing the duties of the position.
- Must clearly convey information and ideas to individuals and groups that convey a clear understanding of the unique needs of the audience.
- Ability to identify and create new and better ways for the organization to be successful.
- Ability to achieve results and success even under tough circumstances.
- Ability to recognize the value that different perspectives and culture bring to an organization.
- Expected to make decisions with little guidance.
- Expected to coach, mentor, and train staff.
- Expected to provide constructive criticism and disciplinary actions when appropriate.
- Flexibility in the ability to work both from the fixed office location or to telework from a remote location as necessary or warranted.

## **QUALIFICATIONS**

### **Education**

- Four-year degree from an accredited college or university in accounting, finance, business administration, or related field required.

### **Experience**

- Minimum of seven years' experience in the field of accounting, finance or business administration required with at least two years of senior level management experience preferred.
- Minimum of three years' supervisory experience is required.
- High level of knowledge and experience with computer-based accounting systems required (experience with the fund accounting program MIP highly preferred).
- High level of knowledge and experience in grants management preferred.
- High level of knowledge and experience in contract management, external audits, and billing preferred.
- High level of knowledge and experience in the nature and characteristics of administration of a 501c-3 non-profit business preferred (this includes familiarity with laws, regulations, and guidelines pertaining to the operations of a non-profit organization).

### **Driving Requirements**

- Minimum of 5-years of driving experience is required.
- Possess a valid Florida Driver's License (required).
- Safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes).

### **Other Requirements**

- An FDLE background check will be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

## **PHYSICAL DEMANDS**

- Sitting for long periods of time.
- Viewing a computer monitor for long periods of time.
- Bending, stretching and reaching.
- Walking short distances.
- Lifting up to 50 pounds.
- Operating office equipment (computer, copy machines, and other office equipment).
- Reading forms and instructions for long periods of time.
- Long periods of manual data entry.