

For **over 35 years**, Hospice of the Valleys has proudly served the Southwest Riverside County and Fallbrook communities. As a nonprofit hospice, we take pride in maintaining a working environment that provides excellent opportunities for professional and personal growth. We enjoy working together to provide uplifting care for our patients and their families. Because our work is primarily about families, we have come to think of our employees and volunteers as family as well and look forward to enlarging it with people who share our goals.

Based upon the surveys taken by our employees from The Press Enterprise, we are humbled and honored to receive ***the Press Enterprise Riverside County Top Workplace Award the past seven years.***

*In 2018 Hospice of the Valleys received the "Elite" status award from HealthcareFirst and of the 1900 hospices surveyed nationwide, Hospice of the Valleys was the only hospice in California to receive this award. Award criteria were based on the Center of Medicare and Medicaid Services (CMS) post death family caregiver Hospice Consumer Assessment of Healthcare Providers and Systems (CAHPS) survey to systematically assess the patient and family experience with hospice care.*

## **HOSPICE OF THE VALLEYS**

Hospice of the Valleys is seeking an experienced candidate for a ***Chief Financial Officer***. The CFO is responsible for all financial policy and programs in the agency and is a key member of the management team. Provides strategic leadership to support the agencies strategic, financial, clinical, and operating goals. Prepare and present budgets, financial analysis, provide accurate and timely financial reports, manage administrative staff, billing and payroll. Establish and monitor internal controls, protect assets of the agency, manage cash flow, administer payroll, revenue cycle management (including billing and collecting), and contract management oversight. Coordinate audits and oversee necessary annual filings for state and federal programs. Ensure compliance with established accounting principles and all state and federal fiscal intermediary and accrediting regulations.

This position is responsible for agency financial services including, accounts payable and financial statement preparation and analysis, regulatory fiscal reporting, and Board of Directors reporting. **Key responsibilities include (but are not limited to):**

- Oversees the preparation of timely and accurate financial statements. Completes analysis of financial results and provide analysis of same for dissemination to Executive Leadership, Finance Committee and Board of Directors for internal and external use. Develops recommendations (strategic and tactical) for improvements.
- Develop tools and systems to provide critical financial and operational information to the Administrator and Board of Directors in order to make actionable recommendations on both strategy and operations. Must be able to accurately prepare and explain financial statements.
- Prepares annual operating budget and participates in the annual strategic planning process. Provides ongoing analysis of variances from budget and assists CEO in implementing changes needed to achieve budget goals.
- Assess organizational performance against both the annual budget, industry benchmarks and company's long-term strategy.

- Coordinate the annual independent financial audit and tax returns; assist in preparation of year-end schedules are required.
- Participate in key decisions pertaining to strategic initiatives (short and long range), operating model and operational execution
- Plans, coordinates, and implements oversight and activity of the organization's investment portfolio in conjunction with external investment manager and finance/investment committee.
- Administers all insurance programs of the Agency and recommends insurance requirements and policies.
- Contract management.
- Responsible for supervision of Finance department employees and interactions with outside auditors, financial institutions, and other external vendors and customers. Management of IT systems/controls and HIPAA oversight.

**Education/Experience/Skills/Qualifications:** BA/BS in Accounting, CPA strongly preferred. Any equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities. Knowledge of accounting principles, practices, standards, laws and regulations. Preferred 5 years of experience in Healthcare setting and 5 years of management experience (preferably with home health or hospice background). Knowledge of governmental payer sources requirements and regulations. Strong spreadsheet and analysis skills.

**Qualifications:**

- Bachelor's degree in Business Administration, accounting or relate field required. CPA strongly preferred.
- Minimum five years in supervision and fiscal management.
- Experience in health care environment preferred.

***Definition of Acceptable Driving Record***

- *No more than three moving violations or more than one chargeable accident during the past 36 months, or*
- *No major convictions (driving under the influence of alcohol or drugs, reckless driving, etc.) within the past seven years, or*
- *No license suspensions or revocations within the past seven years.*

***Vehicle Insurance Requirements***

- *\$10,000 property damage and a minimum of \$100,000/\$300,000 bodily injury coverage.*
- *Drivers are required to provide Hospice of the Valleys with a copy of their automobile insurance declaration page indicating proof of property and liability coverage prior to employment and ongoing with each policy renewal period.*

\*\*\*RESUMES ONLY\*\*\* \*\*FULL TIME POSITION\*\*

\*\*No phone calls please\*\*