

**Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
Position Description**

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|---------------------|-------------------------|----------------------|------------------------------|
| Job Title: | Chief Financial Officer | Reports To: | Chief Executive Officer |
| Department: | Finance | FLSA Status: | Exempt |
| Date: | 7-1-09 | Salary Grade: | 1 |
| REVISED: | 12-5-12 | NBU/BU | Unclassified, Non-Bargaining |
| REVISED: | 11-17-17 | Status: | Unit |
| Approved By: | Chief Executive Officer | | |

PURPOSE

Reporting to the Chief Executive Officer (CEO), is responsible for directing the financial and administrative operational functions of the ADAMHS Board in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board (FASB). Responsible for the overall coordination, monitoring and functioning of financial management, inventory, fixed assets, claims and membership services, and information technology in the organization. Responsible for contract development and monitoring. Serves as the Board's Security Officer with regard to HIPAA regulations.

DUTIES AND RESPONSIBILITIES

1. Directs financial and business planning including supervision of others. Oversees accounting, bookkeeping, and various systems and activities of the ADAMHS Board.
2. Provides financial expertise to the CEO, staff, and ADAMHS Board of Directors.
3. Represents the CEO in local and state meetings regarding finance, claims/membership services and information technology.
4. Supervises Claims & Membership Administrator and department to ensure timely cash flow to the providers, providers are reimbursed for eligible services and clients are appropriately eligible for services.
5. Directs and manages the information technology needs of the Board and system, including supervision of information technology department staff.
6. Monitors and analyzes the overall financial functioning of system; provides relevant supportive information to appropriate parties.
7. Conducts and provides financial analysis of Non-Medicaid expenditures; produces financial reports as necessary.
8. Provides timely and accurate analysis of budgets, financial reports and financial trends in support of senior staff executives in performing their responsibilities. Ensures integrity of records.
9. Forecasts future accounting and revenue needs.
10. Knowledgeable of state of the art accounting fixed asset, inventory and forecasting concepts and methods; makes recommendations regarding future needs/requirements.
11. Assists in formulating and executing short/long term financial and planning goals.

12. Reviews and evaluates contract agencies annual budgets.
13. Drafts and reviews all ADAMHS Board contracts and affiliation agreements. Assures that all contracts and affiliation agreements are appropriately formed, modified, or terminated and approved in accordance with ADAMHS Board office policy/procedure.
14. Tracks contract actions. Initiates and processes contract modifications or amendments for each action taken which results in any new or change of current contract terms.
15. Serves as HIPAA Security Officer. Develops and monitors policies and processes to comply with the federal HIPAA standards to adequately protect electronic personal health information.
16. Monitors contract task assignment tracking mechanism to ensure contract performance, monitoring and enforcement.
17. Prepares reports, agenda process sheets and drafts resolutions for the ADAMHS Board.
18. Coordinates and monitors all Board insurance policies.
19. Monitors the implementation and upgrades of the Financial Management System (FMS), Shared Healthcare and Recovery Enterprise System (SHARES) and all other appropriate data collection and payment systems. Knowledgeable of trends and patterns by the system that might impact the system in decision making.
20. Directs and provides oversight for financial budget planning, analysis; consults with staff regarding performance recommendation policies; assures sound spending of ADAMHS Board funds.
21. Serves as facility manager helping ensure that building space is in a suitable condition to work. Ensures that building maintenance, cleaning and parking are satisfactorily addressed.
22. Responsible for policy/procedure development/implementation within areas of responsibilities.
23. Assists and supervises staff in utilization of FMS and SHARES system applications.
24. Directs and coordinates resources of the finance, claims and membership and information technology units; provides advice on cost effective means of operating.
25. Serves as a member of Executive Council; participates in the decision making process.
26. Supervises staff as assigned. Maintains staff job results by coaching, counseling and disciplining employees, and planning, monitoring and appraising job results.
27. Maintains professional knowledge by attending workshops and reviewing professional publication.
28. Performs special projects as needed or directed
29. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelors degree in business, public administration or related field.

Five years of experience in finance/business management and information systems, preferably in a public agency.

Five years of experience supervising professional staff.

Demonstrated strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.

Well-organized and self-directed individual who is “political savvy” and a team player.

An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills. Ability to analyze financial data and present in a user-friendly manner.

A decisive individual who possesses a “big picture” perspective; is well versed in systems.

Able to work effectively in a culturally diverse behavioral health system.

Computer proficiency including hands on experience in software systems development and implementation.

PREFERRED QUALIFICATIONS

Masters degree in business, public administration or related field.

Certification Public Accountant (CPA) and/or relevant certification.

Ten years of experience in finance/business management and information systems, preferably in a public agency.

Ten years of experience supervising professional staff.

PHYSICAL DEMANDS

Traditional office position which may require ability to use and operate office equipment and machines such as computer, telephone, fax machine, copy machine, adding machine and other equipment required to successfully perform the essential duties of this position.

Ability to transport oneself or arrange for transportation throughout the County and State.

WORKING CONDITIONS

No adverse working conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change in accordance with the needs of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date