

Chief Financial Officer

1. Develop a deep understanding of the organization's challenges and opportunities; gain buy-in in order to execute a plan that supports the organization in making measurable and material progress towards the Agency's vision. (15 & 17 – Health related Program Planning and Policy Development)
2. Work collaboratively with members of the executive team to establish a highly effective long-term plan that culminates in a clear, measurable and realistic strategy. (15 & 17 – Health related Program Planning and Policy Development)
3. Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections. (15 & 17 – Health related Program Planning and Policy Development)
4. Interface with funders and lead development of projects. (15 & 17 – Health related Program Planning and Policy Development)
5. Engage the leadership team and finance committee of the Board of Trustees to develop short-, medium-, and long-term financial plans and projections. (15 & 17 – Health related Program Planning and Policy Development)
6. Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's business plans. (15 & 17 – Health related Program Planning and Policy Development)
7. Responsible for ensuring financial health budgeting grant management, security of corporate assets, effective policies and procedures, and compliance for all corporations in alignment with strategic plans. (15 & 17 – Health related Program Planning and Policy Development)
8. Participate in developing new business, specifically researching and proposing new funding opportunities, collaborate with Program Leadership in drafting of prospective programmatic budgets and determining cost effectiveness of prospective service delivery. (15 & 17 – Health related Program Planning and Policy Development)
9. Conduct financial analyses and recommendations for special projects, such as possible real estate purchases, electronic health record implementation, and mergers. (15 & 17 – Health related Program Planning and Policy Development)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
11. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)