

Leadership Profile

Chief Financial Officer

March 2023



Alexandria, VA

Opportunity

Neighborhood Health is actively seeking a highly skilled and mission-driven Chief Financial Officer (CFO) to join their Executive Leadership Team. This key position will be instrumental in driving forward Neighborhood Health's mission and strategic objectives by providing expert financial guidance and managing the organization's finance and accounting functions with utmost proficiency.

The Organization

Neighborhood Health is a nonprofit Federally Qualified Health Center (FQHC) that provides primary medical, dental, behavioral, and pharmacy healthcare services to 35,000 predominately low-income patients in 14 clinical sites across Northern Virginia. Neighborhood Health's mission is to improve health and advance health equity in Alexandria, Arlington, and Fairfax by providing access to high-quality primary care regardless of ability to pay.

Northern Virginia is home to some of the counties with the highest median incomes in the nation; yet income varies widely by neighborhood, as does health and life expectancy. Many families in low-income neighborhoods either lack health insurance or are underinsured; thus, basic health care can be out of their reach. Neighborhood Health is dedicated to ensuring that these families have access to high-quality health care. This has been Neighborhood Health's driving purpose for more than 25 years.

Neighborhood Health provides primary health care services for the whole family. The model of care is comprehensive and integrated, with a focus on both preventive care and treatment.

Neighborhood Health Services:

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| • Adult Medicine (Family/Internal Medicine) | • Free & Low-Cost Medications |
| • Pediatric Care, including Newborns | • Pediatric Optometry |
| • Dental Care | • Onsite Lab Services |
| • Behavioral Health Care | • HIV Care & Prevention |
| • Women's Health Care | • Case Management & Referral |
| • Prenatal & Post-Partum Care | • Health Insurance Enrollment Assistance |
| • Family Planning & Contraceptive Management | • COVID-19 Vaccines, Testing and Management |

Neighborhood health is accredited by The Joint Commission and is a certified Patient Centered Medical Home.

History

In 1994, the Alexandria Health Department opened a clinic in a small apartment, the Arlandria Clinic for Women and Children. After three years, the clinic became a 501 (c) (3) non-profit organization, Alexandria Neighborhood Health Services, Inc. ANHSI became Northern Virginia's first FQHC in 2004. Over the years, the organization added multiple services and clinics, often in partnership with local jurisdictions. In 2014, the organization changed its name to Neighborhood Health. Currently, Neighborhood Health serves 35,000 patients in 14 clinical sites across Alexandria, Arlington, and Fairfax County.

MISSION

Neighborhood Health's mission is to improve health and advance health equity in Alexandria, Arlington, and Fairfax by providing high quality primary care regardless of ability to pay.

VISION

Neighborhood Health's vision is that everyone in their community has the highest quality healthcare and the opportunity to attain their highest level of health.

VALUES

Integrity | Collaboration | Accountability | Respect | Excellence (I CARE)

The Position

The CFO will have a direct reporting line to the Chief Executive Officer and will be accountable for supervising all financial activities of the organization, which has a \$35 million budget. The finance department comprises 5 staff members, with potential for expansion as the organization grows. Presently, the billing function is outsourced to an external contractor. The primary duties of the CFO will include financial planning, forecasting, budgeting, accounting, cash flow management, reporting, revenue cycle management, and cost management. In addition to these responsibilities, the CFO will actively participate in the organization's strategic planning, program development, and evaluation by conducting financial analysis, forecasting, and providing recommendations. Neighborhood Health is a financially stable organization.

In addition, the CFO:

- Conducts financial analysis and planning and identifies opportunities for improving financial performance in collaboration with organization leadership.
- Monitors policy and external landscape for developments that impact organization financially and makes recommendations based on such developments.
- Develops organization and program budgets; monitors adherence to budgets; provides analysis and feedback to relevant stakeholders.
- Delivers monthly financial updates and analyses for Board of Directors, coordinates Board Finance Committee meetings.
- Develops and updates dashboard of key financial performance indicators for relevant stakeholders.
- Oversees Finance Department functions including Accounts Receivable, Accounts Payable, General Accounting, Purchasing, and Payroll.
- Recruits, develops, evaluates, and manages accounting and finance staff.
- Develops, reviews, and recommends updates to the organization's financial policies and procedures and assures their implementation.
- Coordinates efforts to maximize patient revenue/third party reimbursement in collaboration with the Director of Operations and Central Billing Office (CBO);
- Manages third party insurance payer contracts.
- Prepares budgets, financial reports, forecasts for grants and contracts; ensures appropriate grant and contract reimbursement; ensures compliance with grant and contract financial requirements.
- Prepares and maintains grant reimbursement expenditure reports for grants and reconciliation of monthly grant reports to funds received.
- Is responsible for the invoicing and reconciliation processes related to funding drawdowns from federal, state and external agencies.
- Ensures compliance with generally accepted accounting procedures, legal and regulatory requirements (i.e., local, state, and federal government requirements including HRSA FQHC requirements);
- Develops and upholds effective internal controls to safeguard assets and reliability of financial statements.
- Oversees corporate tax filings, audits, and reports and ensures the timely submission of all filings.
- Supervises the preparation of financial regulatory reports including FSR, UDS, Medicare and Medicaid Cost Reports, and IRS Form 990.
- Maintains banking, audit firm, and related third-party relationships.
- Evaluates and oversees all organizational insurance policies and ensures the ongoing maintenance of all policies including general liability, property, malpractice, directors and officers.

- Oversees organizational purchasing functions in accordance with procurement policies and procedures; supports departments in evaluation of large purchases.
- Participates in Executive Leadership Team meetings and activities and works with departments to achieve financial goals.

The Candidate

The ideal candidate will be Master's prepared with a degree in business administration/management, accounting or finance. A CPA credential is preferred. The CFO will have a minimum of five years of high-level leadership experience as a CFO or senior financial manager. Previous experience working in health care and/or in a Federally Qualified Health center is strongly preferred.

The ideal candidate for the CFO role will possess the following skills, experience, and attributes:

- Proficient in analyzing financial data from various sources.
- Excellent oral and written communication skills with the ability to engage effectively with diverse stakeholders at all levels of the organization.
- Proven ability to build, motivate, and lead high-performance teams.
- Effective collaboration skills with both internal and external stakeholders.
- An analytical and detail-oriented mindset that leaves no stone unturned.
- A strong desire for comprehensive knowledge of the organization's programming and activities.
- A decisive, strategic, and solutions-oriented approach.

Critical Success Factors

Success after a year on the job will be determined by the following:

- Develops a deep understanding of the organization's finances and operations across all programs and departments.
- Develops an understanding of internal and external trends affecting the organization's financial performance
- Provides recommendations and engages with leadership on improving the organization's financial performance.
- Create strong relationships with the Leadership Team, the Board of Directors, department and program leaders, and staff.
- Provides leadership to the finance department; assess and evaluate its current operations and implements changes if necessary.
- Continue to provide timely and accurate reporting, closings, audits, and other financial operations.
- Develop a strong and strategic partnership with the Leadership Team.
- Become a credible and valued leader throughout organization.

Compensation

An attractive compensation package will be constructed commensurate with the background and experience of the selected candidate.

For More Information

We welcome and appreciate referrals. Interested parties should send resume and cover letter to:

NH-CFO-2388@zurickdavis.com. For additional information, please contact **Myranne Janoff** or **Bonnie Lenahan** at **781.938.1975**. All contact with our office will remain confidential.

Neighborhood Health is an Equal Opportunity Employer.