

## JOB DESCRIPTION

JOB TITLE	Chief Financial Officer (CFO)
REPORTS TO	Chief Executive Officer (CEO)
DIRECT REPORTS	Controller
FLSA	Exempt
DEPARTMENT	Accounting
Effective and Revision Dates	January 1, 2025
SALARY	150-175K (based on experience)

### Organization Overview:

Jewish Family Service of Greater Dallas (JFS) is a nonsectarian organization that addresses the comprehensive health needs for those we serve. For 75 years, we have welcomed anyone through our doors regardless of race, ethnicity, religion, or ability to pay.

Our mission is “to Provide effective and accessible whole-person care that promotes lifelong self-sufficiency and well-being for the Greater Dallas community”.

### Position Summary:

The Chief Financial Officer (CFO) is a key member of the executive leadership team, responsible for overseeing all financial aspects of the organization, including accounting, budgeting, financial planning, and compliance. This role also involves direct oversight of the organization's medical billing processes, ensuring efficiency, compliance, and accuracy in revenue cycle management.

### Key Responsibilities:

#### Financial Strategy and Leadership

- Develop and implement financial strategies to support the organization’s mission and goals.
- Provide financial analysis, forecasts, and reports to the CEO and Board of Directors to inform decision-making.
- Ensure compliance with nonprofit accounting standards (GAAP) and applicable regulations.
- Collaborate with program leaders to develop budgets that align with strategic priorities.

#### Financial Operations

- Oversee the finance department, including accounting, payroll, and accounts payable/receivable functions.
- Ensure the preparation and presentation of timely and accurate financial statements
- Collaborate with Development team to establish grant budgets and ensures that grant expenditures are expended and recorded appropriately.
- Monitor cash flow, manage investments, and ensure the organization’s financial health.
- Lead annual audits and maintain relationships with external auditors.

## **Medical Billing Oversight**

- Provide leadership and oversight for the medical billing team, ensuring efficient and accurate processing of claims.
- Develop and implement policies and procedures for billing operations and revenue cycle management.
- Monitor key performance indicators (KPIs) related to billing, including collections, claim denials, and reimbursement rates.
- Ensure compliance with all healthcare billing regulations, including HIPAA, Medicare, and Medicaid requirements.
- Stay informed about changes in medical billing practices and regulations, providing training and updates to staff as needed.

## **Risk Management and Compliance**

- Identify and mitigate financial risks to the organization.
- Ensure compliance with all federal, state, and local financial and tax regulations.
- Oversee grant and contract management, ensuring proper reporting and utilization of funds.

## **Team Leadership**

- Supervise and mentor finance and medical billing staff, fostering professional growth and development.
- Promote a collaborative and mission-driven culture across the organization.

## **Qualifications:**

- Bachelor's degree in accounting, finance, or a related field (MBA or CPA preferred).
- Minimum of 5-7 years of progressive financial leadership experience, preferably in a nonprofit or healthcare setting.
- Knowledge of medical billing and revenue cycle management in a healthcare environment.
- Familiarity with nonprofit accounting standards and compliance requirements.
- Strong analytical, organizational, and leadership skills.
- Proficiency with financial management software and healthcare billing systems.
- Commitment to the mission and values of the organization.