



Western Washington Medical Group

Position Title: Chief Financial Officer
Status: Exempt
Reports to: Chief Executive Officer

Summary: The CFO is responsible for all financial and accounting operations; strategic financial planning and budgeting; financial policies and procedures.

Essential Job Functions:

Accounting:

- Manage and participate in monthly financial close providing monthly financial statements to care centers and other monthly reports; answer questions from managers and physicians about financial statements
- Manage year end process so that all taxable income is distributed by December 31st
- Supervise accounts payable reviewing expenditures for appropriate coding and documentation
- Oversee the reconciliation of all general ledger accounts
- Supervise fixed asset reporting including both tax and book depreciation calculation
- Oversee accuracy and timely filing of all compliance reporting – 1099's, Form 1120, WA state filings, personal property returns, unclaimed property
- Develop and monitor accounting policies
- Provide direction to accountant for allocation of lab and imaging income
- Monitor self-insurance reserve reviewing weekly claims paid by HMA
- Manage subleases with NHW (SL, Woodlands and Hoyt)
- Manage accounting software updates
- Prepare annual compilation work papers and manage an efficient compilation process
- Oversee and review quarterly BOD dashboard reporting and PC efficiency reporting

Payroll:

- Oversee and review bi-weekly and monthly payroll
- Work with ADP for set up of shift differentials, vacation and sick accruals, holiday postings
- Balance YE payroll files and verify accuracy of W-2's prior to issuance
- Oversee and review the filing of payroll quarterly reports
- Write and run ADP reports to extract data as needed from the payroll, time and attendance and HR
- Work with managers and managing partners to calculate salary and bonus payment for physicians

Banking:

- Prepare quarterly covenant reporting with bank
- Project cash flow needs annually and evaluate need for additional credit facilities
- Manage line of credit to minimize interest expense
- Oversee daily logging of cash by care center and reconciliation of cash and EFT's by care center
- Maintain banking relationship

Retirement Plan:

- Work with retirement plan attorneys and plan administrators on plan design and amendments as needed
- Propose annual profit sharing rates to BOD based on input from care centers
- Verify that all employees annually are set up with and receive the correct profit sharing rates
- Work with retirement plan auditors to manage a cost efficient audit
- Oversee that 401K deferrals, match and profit sharing is calculated correctly and funds are timely deposited

Other:

- Prepare for and lead monthly finance committee meetings; reporting and advising committee of financial and accounting issues; working with committee to resolve issues.
- Build financial models as requested by CEO or Executive Committee
- Prepare annual administration and IT budgets; propose annual rates to BOD; monitor budgets monthly
- Manage leases and where needed work with attorney to extend/renew leases
- Member of Executive Committee and BOD providing financial and accounting direction
- Answer questions and provide training as requested by managers and physicians on accounting, finance, payroll, retirement plan questions.

Professional Qualifications:

- Bachelor's Degree and CPA; MBA desired
- Minimum 10 years in accounting management role
- Health care experience desired including managed care programs
- Experience with ADP preferred
- Must be detail oriented, organized and able to work independently with a variety of personalities
- Must be able to work on many different projects at one time under pressure

Working Conditions

Works inside under normal temperature conditions, with adequate light, ventilation and space. Works mostly alone, occasionally with others. Must expect moderate noise generated from computer printer, office machinery and talking. Must be able to work in a small or confined office space. Interaction is busy, constant and occasionally interrupted. Stress levels may be high. Requires ability to have personal transportation.

Physical Demands:

Must be able to tolerate intermittent physical activity, including sitting, walking, standing, stooping, carrying, bending, talking and use of hands to finger, handle or feel. The degree to which any of these is done depends on the techniques being used. Must have sufficient freedom of total body movement in order to stand up and sit down at a workstation, be able to squat and/or stoop in order to lift at least 25-pounds. Must possess the physical traits to remain sedentary for most of the day and must be able to reach for items above shoulder height. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Important Notices:

This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the organization.

You must be able to provide proof of legal authorization to work in the United States.

Why Work Here?

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Unsurpassed growth opportunities
- Medical, Dental, Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Four weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- Flexible schedules

- Lots of cross training
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Schedule: Full time

Salary: Salary \$135–200K depending on experience, skill set and education

To Apply: Please send resume to jsmecker@wwmedgroup.com

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.