



Job Code: 8008
Grade: 24
HCWR: N

Job Title
Chief Financial Officer, CCHHS

Department
Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Responsible for all financial and control activities for the System. Responsible for the protection of assets, revenue cycle, reimbursement financial reporting, operational reporting, and planning for the financial needs of the System. Provides strategic vision and management for the operational and fiscal direction of the System, streamlining functions, process, and systems when appropriate. Communicates, both verbally and in writing, financial performance information to the Cook County Health & Hospitals System (CCHHS) Board, Executive Management, and County Commissioners and the financial departments of the County. Ensures a smooth and cooperative interface with external auditors, Federal, State or other regulatory survey/review bodies during any reviews of the financial operations of the System and/or any of the business units and programs. Perform a wide variety of special projects and other administrative responsibilities as assigned from time to time.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Oversees all financial reporting and control, financial planning, revenue cycle management, and treasury functions across the entire System.
- Ensures integrity of financial reporting and develops systems of management reporting to enable managers to make effective business decisions.
- Oversees the management of the revenue cycle program of the System to maximize revenue enhancement and collection, and ensure integrity of collected data to enhance management information and analysis.
- Coordinates, manages and leads annual budget process including integration with the strategic planning cycle. Develops a process which provides decision-making analytical tools for management in making budget decisions.
- Develops capability to provide financial decision making information including operational and financial benchmarking, cost analysis and planning support.
- Provides financial leadership to the corporate finance function including integration of activities with all of the System's operating units, ensuring consistency and standardization as appropriate.
- Provides leadership in fundamental redesign of the financial and business processes within the System.
- Manages governmental reimbursement activities to maximize revenue available and ensure compliance with all laws and regulations.
- Manages a large staff of direct and indirect reports by professional leadership, mentoring, counseling, reorganization and other personnel management initiatives. Coordinates all business and financial activities throughout the System.

Reporting Relationship

Reports to the Deputy Chief Executive Officer, Finance & Strategy. Serves as principal staff support to the CCHHS Board Committees for Finance and Audit and Compliance.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Accounting, Business Administration or related field
- Ten (10) years of progressively more responsible financial management experience within



Minimum Qualifications

the health care industry in order to provide knowledgeable and effective leadership to the organization in the area of Fiscal Affairs

Preferred Qualifications

- A Master's degree from an accredited college or university in Finance, Accounting, Business Administration or related field
- Senior financial leadership work experience within the public and/or academic sectors of the healthcare industry; work within a multi-hospital organization highly desirable
- Ten (10) years previous experience as a Certified Public Accountant (CPA) or other similar role
- Membership in Healthcare Financial Management Association (HFMA)

Knowledge, Skills, Abilities and Other Characteristics

- Managing of the revenue cycle program of the System to maximize revenue enhancement and collection, and the ability to ensure integrity of collected data to enhance management information and analysis
- Coordinating, managing and leading annual budget process
- Ability to provide financial decision making information including operational and financial benchmarking, cost analysis and planning support
- Excellent financial leadership skills
- Ability to provide leadership in fundamental redesign of the financial and business processes within the System
- Excellent communication skills, both verbally and in writing
- Skill in interfacing with external auditors, Federal, State or other regulatory survey/review bodies

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.