

**MAVERICK COUNTY HOSPITAL DISTRICT
JOB POSTING**

JOB TITLE: CHIEF FINANCIAL OFFICER
DEPARTMENT: FINANCE
STATUS: FULL-TIME
REPORTS TO: CEO
DATE: 3/13/2025

W. Miller
3/11/25

SUMMARY: In the CFO role, this individual will direct and have responsibility for the organization's accounting practices the maintenance of its fiscal records the preparation, promotion, and interpretation of financial reports for management and external groups. The CFO will direct and have overall responsibility for internal controls, forecast financial reporting, and budgetary control. Responsibilities include not limited to:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Generates timely and accurate financial and management reports on a consistent basis: weekly, monthly, quarterly, and annually.
2. Interprets operating results as they affect the financial aspects of the organization and makes specific recommendations for cost reductions and/or profit improvement.
3. Participates in monthly Board of Director meetings and present as necessary.
4. Manages payroll and other employment activities when related to financial and/or accounting requirements of the District.
5. Develops accounting policies to comply with generally accepted accounting principles, tax requirements, and management reporting requirements.
6. Exercises accounting control to insure that budgeted expenditures do not exceed amounts authorized without proper approval.
7. Assumes responsibility for accounting classifications of all expenditures and documents.
8. Establishes formal internal accounting control policies and procedures.
9. Signs reports, checks, and other financial documents assigned by the CEO.
10. Reviews and monitors accounting records to ensure accuracy and compliance.
11. Prepares and effects timely filing of federal, state, local, third party and other financial reports as required.
12. Provides for current and adequate insurance protection to protect hospital district from liability and other losses.
13. Prepares revisions to tax rate structure.
14. Participants in cost studies with hospital district auditing firm representatives. Audits financial basis for any district's activity.
15. Directs maintenance of department facilities, equipment, and supplies.
16. Participates in professional activities, maintain professional affiliations to keep abreast of current trends/changes and legislation in the field.
17. Acts as Investment Officer for the Hospital District.
18. Ensures compliance with regulations and billing and collections policies in order to facilitate attainment of accounts receivable (AR) targets
19. Working knowledge in the areas of patient access, billing, accounts receivable and cash management requirements, health insurance, business office operations, and
20. Champions revenue cycle improvements throughout the organization including working with appropriate individuals including medical records, billing, denial management, etc., to aid in the resolution of identified revenue cycle issues
21. Performs ongoing trend analysis on third party payer payment levels to ensure that reimbursement is in accordance with allowable amounts stated in agreements and contracts. Works with appropriate individuals to resolve discrepancies
22. Actively participates in staff development and assessments to support industry best practice
23. Performs ongoing trend analysis of third party payer rejects and denials. Develops training programs for registration, billing, and coding staff to eliminate/reduce rejects/denials
24. Provides direction and leadership within the reimbursement, coding & compliance, information systems, and credentialing business units
25. Prepares financial analysis for use in the third party and managed care negotiation payer process
26. Actively monitors and participates in the review and negotiation of third party payer contracts
27. Establishes and monitors standards for controlling the registration flow as well as the integrity and quality of data throughout the revenue cycle
28. Monitors and makes decisions regarding the value and collectability of accounts receivable. Makes recommendations and procedures to keep Days of Revenue in AR at acceptable levels. Prepares monthly analysis and reports pertaining to AR.
29. Implements and monitors collection procedures, minimizing contractual and bad debt write offs, and maximizing cash collections
30. Provides financial support and analysis to physician practices through communication and education. Meets with practices/individuals to review specific coding issues.
31. Provides oversight of credentialing process to ensure that physician participation with payers is accurate and completed without delay.

32. Must account for savings and use of funds to provide for the indigent patients.
33. Promptly accounting for all 340B revenue and expenses.
34. Reporting to CEO the Profit and Loss statement monthly.
35. Responsible to fully optimize appropriate savings (i.e., utilizing the PVP).
36. Responsible as the primary contact for the 340B Program.
37. Monitors ordering processes, integrating most current pricing from wholesaler and analyzes invoices, shipping and inventory processes.
38. Reviews and refines 340B cost savings report, detailing purchasing and replacement practices as well as dispensing patterns.

EDUCATION and/or EXPERIENCE: An undergraduate degree in accounting, finance, and/or business administration is required. A minimum of six (6) years of accounting and financial experience is required.

**Applications may be obtained at:
3406 Bob Rogers Dr., Ste.250, Eagle Pass, TX.**

Please contact Valerie Salinas for more information at (830) 757-4960 Ext. 4960

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.