



LBJ TROPICAL MEDICAL CENTER EMPLOYMENT OPPORTUNITY

Job Title: CHIEF FINANCIAL OFFICER (CFO)
Department: Finance
Reports to: CEO
Salary Range: \$ 70,000.00 - \$ 85,000.00
Employment Status: Contract Specialist

Summary:

The American Samoa Medical Center Authority is currently seeking a Chief Financial Officer (CFO) to join our management team responsible for the implementation of the American Samoa Medical Center Authority's healthcare improvement plans. The chosen candidate will be responsible for taking on a leadership role in financial decision-making that affects our healthcare institution, and will provide strategic financial input to senior management. While keenly overseeing the overall accounting process, the successful CFO will play a key role in developing and implementing financial procedures to improve and maintain the financial health of the LBJ Tropical Medical Center.

Essential Duties and Responsibilities:

- Execute the financial strategy of the American Samoa Medical Center Authority aim to advance and improve the quality of its healthcare delivery system
- Manage financial controls and accounting procedures to ensure that all financial transactions are fully captured and properly reflected in all of American Samoa Medical Center's financials
- Ensure full transparency over the financial performance of the American Samoa Medical Center Authority (LBJ Tropical Medical Center).
- Provide advice on how to increase revenue and reduce costs to the CEO and subsequently to the Board of Directors
- Propose action plans to ensure that annual financial objectives are attained
- Support the CEO with the preparation of monthly, annual financial plans, and the annual budget plan.
- Prepare monthly, quarterly, and annual financial reports for the review of the CEO and the Board of Directors
- Maintain speed and accuracy of billings and client payments
- Maintain the level of Accounts Payable complaint with industry standards to maintain the financial integrity of the American Samoa Medical Center Authority
- Ensure prompt and full collection of all Accounts Receivable setting the AR accumulation threshold to less than 30 days
- Prepare and submit Medicare Cost Annually in a timely manner

Minimum Qualifications/Requirements

- Bachelor's Degree in Accounting, Finance or related field (MBA preferred)
- Professional accounting designation (CA, CMA, or CPA)
- 10+ years' experience in a senior financial managerial position with at least five (5) years in hospital or healthcare financial management
- Advanced computer skills, including proficiency in MS Office and Microsoft Dynamics CL financial reporting software
- Exceptional communication skills
- Results-oriented, strategic thinker and planner

Compensation Range:

- The assigned range for the Chief Financial Officer Position is \$ 70,000.00 - \$85,000.00 and the final salary will be determined based on qualifications and years of practical experience.

Duration for Application Solicitation:

The Deadline for filing applications will be **January 31, 2018 at 4:00 p.m.** All applications are to be submitted to the Chief Executive Officer to undergo the standard vetting process with applications meeting the standard requirements transmitted to the Board for Directors for its review and decision.