



POSITION DESCRIPTION

Vice President of Finance/CFO

Reports to: President & CEO

Position Status: Exempt

Supervises: Accounting Director/Controller, Revenue Cycle Director, Financial Analyst(s)

Effective Date: 1/3/2023

GENERAL SUMMARY

Responsible for leading all aspects of Northwest Kidney Centers' (NKC) finance organization. The CFO reports directly to the CEO and works closely with the Board of Directors on a variety of matters related to finance and strategy, value-based reimbursement, partnerships, for-profit business ventures, enhanced care, and growth and expansion initiatives beyond greater Seattle. The CFO is a critical partner to the President & CEO, the board of trustees, and is a key member of the NKC leadership team. Drives decisions pertaining to strategic initiatives, operating principles, and operational execution.

Ensures that NKC creates the financial infrastructure required to support its future growth and helps drive strategy for investor relations and future financings. Develops tools and systems to provide critical financial and operational information to the CEO and makes actionable recommendations on both strategy and operations. Works closely with the board of trustees and the chair of the Finance/Audit Committee and interfaces with external advisors and community stakeholders.

DUTIES AND RESPONSIBILITIES

1. Leads all aspects of the finance and accounting functions for the organization and ensures maintenance of appropriate internal controls and financial procedures.
2. Assesses the metrics and supporting data needed to plan and monitor execution against operational priorities; implements a data strategy for efficiently capturing and aggregating necessary data.

3. In partnership with the CEO, represents NKC to the financial community, including bankers/lenders, and potential supporters.
4. Provides strategic leadership and insight on future financing plans, helping to evaluate creative financing strategies, generating options/alternatives for accessing capital and the maintenance of an effective overall capital structure.
5. Takes a lead role with lenders, capital structure advisors, investment advisors and outside counsel on financial matters.
6. Develops and utilizes forward-looking budgeting/models and activity-based financial analyses to provide insight into the organization's operations and business plans.
7. Leads the management of the investment portfolio; determines how it solves for current and future capital needs.
8. Reports financial results to the board of trustees. Reports risks and issues to the audit committee of the board of trustees.
9. Oversees the annual audit of the financial statements of the organization and its benefit plans, and the filing of necessary tax returns and tax compliance matters.
10. Implements timely and accurate reporting and analysis, both written and oral, of financial and associated business information to internal, external, and regulatory constituencies.
11. Leads the financial analysis and reporting involved in the execution and integration of real estate acquisition and clinic buildouts.
12. Leads the financial analysis of potential not-for-profit strategic affiliations/mergers, investments in research organizations, and intellectual property licensing agreements.
13. Oversees all treasury activities.
14. Builds a team that has adequate resources, depth, and creates growth for succession.
15. Optimizes the performance of the finance team through inspirational leadership, mentorship, and team development.

KEY LEADERSHIP ATTRIBUTES

- Must be a relationship builder with key stakeholder focus (Executive leadership team, Board and Finance Committees)
- Requires the ability to improve forecast precision and deliver decision-ready insights that drive growth and FP&A
- Must be a steward of managing risk and preserving assets; an operator by running an efficient and effective finance operation; a strategist by influencing the future direction of NKC; and a catalyst by helping to drive execution of strategies and optimizing future strategies
- Strong teambuilding, motivational and coaching skills are critical
- Must have the ability to lean in, assess team capabilities, develop cross-functionality of teams, and identify team performance and development needs. This includes evaluating effectiveness of consultants and managing spend by being a risk mitigator
- Requires the ability to effectively manage teams through change and the agility to adapt swiftly
- Must have strong leadership skills, the ability to build cross-functional relationships, and drive the business forward with a hands-on approach
- Excellent communication skills with the ability to tell a story by linking data points

PLANNING

Requires the ability to create and articulate an inspiring vision for the organization, the accounting department, and NKC leadership. Requires the inclination to seek and analyze data from a variety of sources to support decisions and to align others with the organization's overall strategy. Should have an entrepreneurial and creative approach to developing new, innovative ideas that will stretch the organization and push boundaries, where appropriate, for improvements and successes. The CFO should have the ability to effectively balance the desire/need for broad change with an understanding of how much change the organization is capable of handling to create realistic goals and implementation plans that are achievable and successful.

SUPERVISION and COORDINATION

The incumbent directly supervises the Accounting Director/Controller, Revenue Cycle Director, and Financial Analyst(s). Must have the ability to attract and recruit top talent, motivate team members, delegate effectively, celebrate diversity within the team, and manage performance. Should be widely viewed as a strong developer of others. Requires the ability to persevere in the face of challenges and exhibit a steadfast resolve and relentless commitment to higher standards, which commands respect from followers. Should be a leader who is self-reflective and aware of his/her own limitations; leads by example and drives the organization's performance with

an attitude of continuous improvement by being open to feedback and self-improvement.

RELATIONSHIPS AND INFLUENCE

The CFO will be involved in broader conversations with community stakeholders and partners, from building rapport with a strong and financially savvy Board of Directors, to enhancing relationships with national organizations and university/health system partners in the Pacific Northwest and beyond. Critical to the future success of NKC will be building strong payer relationships and enhancing NKC's value proposition to the large commercial payers in the region. There is a need to transition to a value-based model. Naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively. Requires the ability to inspire trust and followership in others through compelling influence, powerful charisma, passion is his/her beliefs, and active drive. Encourages others to share the spotlight and visibly celebrates and supports the success of the team. Creates a sense of purpose/meaning for the team that generates followership beyond his/her own personality and engages others to the greater purpose for the organization.

DECISIONS

The CFO is the chief financial strategist of NKC and partners closely with other members of the executive team to design and implement critical financial and related operational initiatives. Requires the ability to set clear and challenging goals while committing the organization to improved performance; tenacious and accountable in driving results. Must be comfortable with ambiguity and uncertainty with the ability to adapt nimbly and lead others through complex situations. The CFO is someone who seeks data and input from others to foresee possible threats or unintended circumstances from decisions; someone who considers taking smart risks. The CFO is a leader who is viewed by others as having a high degree of integrity and forethought in his/her approach to making decisions, with the ability to act in a transparent and consistent manner, while always considering what is best for the organization.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.

4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment.

Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Must have strong visual acuity to read, inspect information on monitors, and to inspect and analyze financial documents.

Physical requirements include the ability to lift/move objects weighing up to 30 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required.

EDUCATION AND EXPERIENCE

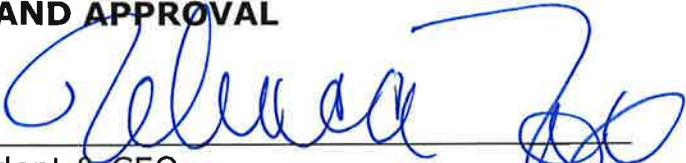
Requires a bachelor's degree in business, finance, or related field; Masters and/or CPA preferred. A minimum of ten years of leadership experience in accounting/finance in a healthcare setting is critical. Must have an excellent/advanced knowledge of Generally Accepted Accounting Principles (GAAP) and significant experience with value-based reimbursement, specialty care, competitive markets, joint ventures, financial operations, and strategic finance that includes accounting systems, General Ledger, Billing, Fixed Asset, Accounts Payable/Receivable, Materials Managements, Revenue Cycle Management Systems/Practice Management systems and patient billing/finance.

Requires strong analytical skills and the ability to clearly disseminate financial and statistical information. Must have proven successes in operations and change management processes and have worked with a Board and Finance/Audit Committee. FP&A, revenue cycle, billing, internal controls, and multiyear forecasting, cost improvement experience is essential. Experience managing agreements with commercial payers, MA/Medicare, and the ability to partner successfully with business development and legal counsel is essential.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL

President & CEO

 1/12/23

Date


Vice President of Human Resources/CHRO

1/12/23

Date