

POSITION POSTING

DATE POSTED:	6/12/2026
TITLE:	Chief Financial Officer (CFO), Community Health Center
CLASSIFICATION:	Full-time; Exempt; Unclassified
PAY RANGE:	\$96,116 - \$134,555 / year. Commensurate with experience
WORK HOURS:	General schedule: Monday – Friday 8:30 a.m. to 4:30 p.m.; Must be available 24/7

POSITION SUMMARY:

The Wood County Community Health Center CFO is responsible for optimizing financial management including maximizing revenue collection, minimizing unnecessary expenses, and providing financial data, analysis and strategy to the CEO and Health Center Board to facilitate informed decision making. The purpose of this position is to ensure long-term financial sustainability to support patient-centered health care services. The CFO directs all health center financial operations, including compliant fiscal management, budgeting, financial analysis and reporting, revenue cycle, contracting, and grants management. This position supervises billing operations to ensure timely and accurate systems for billing and collections, and provides supervisory support for pharmacy business operations and 340B compliance.

ESSENTIAL DUTIES:

Health Center financial administration:

- Utilizes accrual-based accounting and reconciliation methods to monitor collections and reimbursement, and to provide timely and actionable data for leadership, providers, and billing staff;
- Develops monthly finance reports, forecasts, and dashboards;
- Develops financial projections to support strategic planning, future locations, and service line development;
- Actively contributes to strategic planning including future locations, service line development, and identifies revenue diversification opportunities;
- Monitors the revenue cycle and identifies opportunities for improvement;
- Responsible for front office and back-office point of service revenue collection audits;
- In collaboration with the CEO, develops an annual health center budget;
- In collaboration with the CEO and in alignment with an approved cost allocation plan, approves all allocations of direct and indirect expenses to the health center;
- Reviews and negotiates contracts with vendors;
- Analyzes cost of care, and reviews and negotiates reimbursement rates with health insurance payors;

- Responsible for regular fee assessment reviews and updates;
- Analyzes and presents recommendations for the health center's sliding fee scale;
- Facilitates the Health Center Board Finance Committee and educates the Health Center Board and Board of Health about finances and federally qualified health center reimbursement;
- Supports Pharmacy utilization, strategy, contracting, and 340B compliance;
- Monitors and approves bad debt write-offs;
- Completes annual Medicare and Medicaid cost reports;
- Responsible for all health center financial grant reporting and draw downs, including timely annual single audit submission;
- Oversight of purchasing and inventory control;
- Contributes to UDS and value-based care reporting;
- Develops health center fiscal policies and procedures, in compliance with applicable laws, regulations, and grant requirements;
- Conducts risk analysis to identify potential financial vulnerabilities and conducts internal audits to review accounting and administrative controls;
- Participates in health center finance network groups and relevant training and technical assistance;
- Supports general data analytics, validation, and visualization needs, as needed.

Supervisory:

- Supervises the medical billing team to ensure:
 - Key Performance Indicators (KPIs) are established and monitored;
 - Timely insurance credentialing, and providers maintain enrollment in all contracted insurance plans;
 - Systems and processes to confirm all services are billed in a timely manner;
 - Systems and processes to support clean claim submission;
 - Systems and processes to optimize collections and to accelerate cash flow;
- Supervisory support for pharmacy business operations, including:
 - Administrative supervision of the Pharmacist In Charge to include budgeting, financial metrics, and strategic planning, while recognizing the PIC's independent professional and regulatory authority;
 - Collaboration to optimize pharmacy revenue cycle and reimbursement;
 - Collaboration to support 340B program compliance and 340B revenue tracking;
 - Analyzes pharmacy reimbursement trends, payer utilization and contracting opportunities, and opportunities to maximize sustainable services;
- Directs employees in the performance of programs and activities;
- Regularly supervises employees and evaluates employee performance to ensure compliance with policies, procedures and goals;
- Assists in the hiring and promotion process;
- Approves employee leave requests;
- Effectively recommends employee discipline;
- Provides training to and/or oversees the training of staff;
- Monitors professional development needs;
- Recommends health center employee salary and wage information

MINIMUM QUALIFICATIONS:

Qualified employees shall possess the following:

- Bachelor Degree in Finance, Business, or related degree;

- Five (5) years of healthcare finance experience

PREFERRED QUALIFICATIONS:

- Experience working with an FQHC;
- Two (2) years supervisory experience;
- Current Certified Public Accountant (CPA) license;
- Financial experience working with local government;
- Master’s Degree in Business, Finance, or Accounting.

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: https://woodcountyhealth.org/career-opportunities/ Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 WCHDHumRes@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohio.gov or call 419-352-8402 Ext. 3226.