



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** Chief Financial Officer

**REQUISITION:** #1307

**LOCATION:** Florence Road

**Posting Date:** 1/7/26

**Expiration Date:** open until filled

**Department:** Administration

**Salary Range:**

**Reports To:** Chief Executive Officer

**Status:** Non-Exempt

**Position Hours:** 8:00am-5:00pm w/required lunch break

**POSITION SUMMARY:** The Chief Financial Officer assures appropriate compliance with all budgetary and governing entity requirements for fiscal compliance. The Chief Financial Officer assures all activities are in concert with Generally Accepted Accounting Principles.

### **CORE DUTIES/RESPONSIBILITIES:**

1. Responsible for financial accounting and reporting, procedures and internal controls of the departments including the development and review of accounting policies and procedures as needed.
2. Maintains financial records of the health center.
3. Provides supervision of all financial departments including Accounts Receivable, Accounts Payable and the Billing Department.
4. Ensures compliance with all applicable laws and regulations.
5. Responsible for recruitment, supervision, training, and evaluation of the Finance Department staff.
6. Safeguards assets.
7. Manages cash flow.
8. Serves as liaison to external parties in regards to financial information.
9. Performs fiscal management of private, city, state and federal grants including the preparation of requisite reports to funding agencies.
10. Monitors and controls billing to third parties and the collection efforts of receivables.
11. Provides financial information to the Board and to the Executive Team.
12. Develops and monitors budgets, including regulatory, internal management, and capital.
13. Be a financial advisor on any contracts into which HCRHC may enter.
14. Assists with payroll and human resources related items as needed.
15. Provides information, insight, and guidance as a key member of the management team.
16. Respond to e-mail and telephone requests daily.
17. Demonstrate awareness of age specific, cultural and spiritual practices of patients, staff and visitors.
18. Participates in continuing professional development activities as related to the position and the organization.
19. Provides expert analysis of issues and financial matters related to meeting organizations goals such as a financial analysis of a new site or service.
20. Other duties as need to meet the organization's goals.

**EDUCATION/EXPERIENCE:**

1. Bachelor's degree or equivalent in accounting or finance. CPA preferred but not required.
2. A minimum of three (3) years of experience, preferably in the healthcare industry.
3. A demonstrated proficiency in organization efficiency and cost accounting.
4. Current, valid driver's license and proof of auto insurance.

**TO APPLY:**

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

***EQUAL OPPORTUNITY EMPLOYEER***

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*