

## Chief Financial Officer

Baltimore Mental Health System is seeking applicants for the position of Chief Financial Officer. Baltimore Mental Health Systems is a non-profit quasi-governmental organization responsible for the administration of mental health services in Baltimore, Maryland overseeing a fiscal year budget of \$28 Million.

The primary responsibilities of the position are financial strategy and execution and leadership of the agency finance department. The position requires ten years in financial accounting and at least three years of financial management experience. Specific experience in working with grants in a non-profit environment is preferred. The CFO will directly oversee and manage the budgeting, planning and financial management of the agency. The successful candidate will be responsible for ensuring the agency-wide implementation of accounting, payroll, financial reporting, and various financial controls. The position prefers an applicant that possesses knowledge of the Baltimore City Public Mental Health system. The individual in this position will report directly to the Chief Operating Officer.

CPA required, and an accompanying MBA, Masters in Health Care Administration or similar advanced degree is preferred. If interested, please submit your resume, including salary requirements and a cover letter to Dee Brown, Chief Operating Officer by March 12<sup>th</sup>, 2010.

Email: [dbrown@bmhsi.org](mailto:dbrown@bmhsi.org) Fax: 443-615-7795 or Baltimore Mental Health Systems, Inc., 201 E. Baltimore Street, Suite 1340, Baltimore, MD 21202.

# Baltimore Mental Health Systems, Inc.

## Policy and Procedure Manual

### Job Description

Title: Chief Financial Officer

FLSA Status: Exempt

Effective: November 2009

Division: Administrative Services

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#### I. Responsibilities and Duties:

- **Strategic Planning:** Collaborate with agency leadership team to create a financial strategy to pursue grants, collaborative partnerships and private entity awards to grow the agency revenue and to diversify funding sources.
- **Budget Preparation:** Develop annual budget for the agency's fiscal year and prepare revisions as required.
- **Grant Submission & Modifications:** Prepare grant submission in appropriate format with budgets and performance measures and submit to funding sources in a timely fashion. Monitor funded expenditures and advise programmatic staff of opportunities to repurpose funds, as applicable.
- **Cash Flow:** Monitor status and ensure that cash requests from funding sources are issued per provided schedules.
- **Bank Reconciliation:** Oversight of completion of monthly bank reconciliations.
- **Cash Disbursements:** Review appropriateness of all requests for payment, ensure that documentation is complete, process payments and sign checks.
- **Provider Contracts:** Follow up on provider contracts relative to budgets, adherence to grants manual and contracts requirements. Review procedures for appropriateness for Department of Health and Mental Hygiene (DHMH) and Non DHMH contracts.
- **Chart of Accounts:** Develop chart of accounts for agency and each provider per budget submitted to ensure that financial statement presentation reconciles with budgetary request presentation.

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- **Financial Management Reports:** Provide monthly reports to Management that provides routine management updates and recommendations. Provide all required Board financial presentation materials. Provide ad hoc reports, as requested.
- **Staff Financial Committee:** Ensure minutes are kept and follow up is performed, as required.
- **Payroll:** Ensure payroll preparation and payroll tax filings are completed accurately and timely. Ensure that payroll deductions are performed and reconciled with benefit invoice reports.
- **Compliance and Internal Controls:** Ensure that the agency's financial internal controls adhere to standards of the American Institute of Certified Public Accountants (AICPA) and Sarbanes-Oxley requirements for non-profit agencies.
- **Annual Grant Reports:** Coordinate preparation and finalization of year end reports on utilization of funds to DHMH and other funding sources. Report fund balances and request rollover for the following year.
- **Provider Audits:** Oversee review of provider annual audits, per requirements of contracts. Follow up on exception for final resolution or action.
- **BMHS and Affiliate Annual Audits:** Prepare for annual audits and ensure that the auditing firm staff is provided with all records and documentation on a timely basis. When audited by the State of Maryland assist their auditors by providing copies of independent auditing firm audit, work papers if requested, and respond to their inquiries to facilitate their tasks.
- **Financial Policies:** Prepare and annually review and update policies and procedures for appropriate performance of financial tasks and oversee implementation and training of any revisions, as applicable.
- **Agency Policies:** Participate in development of agency-wide policies and procedures as requested and monitor and ensure compliance with policies within the fiscal department.
- **Financial Systems Management:** Ensure that financial accounting information systems are maintained, including Great Plains and the Agency integrated database (IDAD).
- **Grantor's Reports:** Submit appropriate reports to grantors.
- **Personnel Supervision:** Review applications, screen, interview and make recommendations relative to hiring fiscal personnel. Evaluate performance, provide ongoing management on and promote staff development.
- **Other:** Assist President and management as required. All other duties as requested.

II. **Preferred Skills:**

- Specific experience in working with grants in a non-profit environment is preferred.
- MBA, Masters in Health Care Administration or similar advanced degree is preferred.

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III. **Job Requirements:**

- CPA required
- Ten years in financial accounting and at least three years of financial management experience.
- Proficiency in the following information systems: Great Plains, Microsoft Excel, PowerPoint and Word

IV. **Reporting Relationships:**

- Reports to the COO