

DEPUTY DIRECTOR OF HEALTH SERVICES

(DEPUTY CHIEF FINANCIAL OFFICER)

\$269,460–\$327,530 Annually | +5% accounting certificate differential



Open As Of:
APRIL 15, 2024



Location:
MARTINEZ, CA



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CONTRA COSTA
HEALTH

Last Updated: 4/15/2024



ABOUT CONTRA COSTA HEALTH

Contra Costa Health is the largest county department in Contra Costa County with an annual budget of nearly \$3 billion and over 4,700 employees. Our mission is to care for and improve the health of all people in Contra Costa with special attention to those who are most vulnerable to health problems. We provide services through nine operational areas: Behavioral Health, Contra Costa Health Plan, Emergency Medical Services, Environmental Health, Hazardous Materials, Health, Housing & Homeless Services, Public Health, Contra Costa Regional Medical Center & Health Centers and Detention Health. Please see our website for more information about Contra Costa Health: cchealth.org.

DEPUTY DIRECTOR OF HEALTH SERVICES

(Deputy Chief Financial Officer)

Under the general direction of the Health Services Chief Financial Officer (CFO), the Deputy Chief Financial Officer (DCFO) is responsible for the day-to-day administration of the financial activities of the Health Department, which includes a hospital, health centers, and managed care plan. The DCFO will oversee general accounting functions, financial reporting, reimbursement functions, and compliance to ensure accurate and transparent financial records. The DCFO will assist the CFO in the implementation of fiscal and accounting policies in compliance with current technology, governmental accounting standards, laws, regulations, and County governance. Incumbent will report directly to the Chief Financial Officer (CFO) and assumes duties of the CFO in his/her absence.

Minimum Qualifications

Education: This position requires a master's degree from an accredited college or university with a major in Business, Finance or Accounting or a closely related field.

Experience: Five (5) years of full-time (or the equivalent of full-time) professional management experience in a health or human services agency, at least three (3) years of which must have been in an executive-level position within a large diverse program or public agency providing health or human services to the public or professional management experience in budget analysis/development or finance management in a health or human services public agency providing supervision to professional staff.

Required certification: Possession and maintenance of one of the following: A valid Certified Public Accountant (CPA) issued by the State of California OR Certified Health Financial Professional (CHFP) issued by the Healthcare Financial Management Association (HFMA) OR Certified Government Financial Manager (CGFM) issued by the Association of Government Accountants OR Certified Public Finance Officer (CPFO) issued by the Government Finance Officers Association.



TYPICAL RESPONSIBILITIES

Management and Financial Leadership:

- Assist CFO in developing long-term financial objectives, plans, and policies.
- Participate in overall management discussions and decision-making processes.
- Manages and directs staff in general accounting, accounts payable, finance systems and government reporting.
- Establishes and maintains communications with departmental staff and staff from other County agencies.
- Attends outside meetings related to Contra Costa Health, including the County Administrator's Office and/or Board of Supervisors, when assigned.
- Supervises and evaluates the performance of assigned staff members to the finance unit.
- Acts in the absence of the Chief Financial Officer.

Financial Planning and Analysis:

- Collaborate with the CFO to develop and implement financial strategies and policies aligned with the health department's mission and goals.
- Analyze financial data, identify trends, and recommend actions to optimize financial performance.
- Interpret policies, procedures, and regulations and determine the impact of pending and approved healthcare legislation on the health department.

Budgeting and Forecasting:

- Oversee the departmental budgeting process, including creating annual operating budgets and capital expenditure plans.
- Monitor budget performance, track variances, and propose adjustments as needed.

Financial Reporting and Compliance:

- Ensure accurate and timely financial reporting to internal and external stakeholders.
- Comply with regulatory requirements, accounting standards, and industry best practices.

Risk Management:

- Mitigate financial risks by implementing robust internal controls and risk assessment processes.
- Monitor financial performance indicators and address potential issues proactively.

Performs other related duties as assigned.



DESIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Principles and practices of modern financial planning and analysis.
- Principles and practices of hospital and healthcare administration, including Medi-Care and Medi-Cal cost reporting and third-party contracts.
- Budget preparation, monitoring, and control.
- Accounting systems including payroll and associated software.
- Methods and techniques of advanced accounting, auditing, and cost control methods applicable to hospitals and clinics.
- Regulations and laws common to the operation of hospitals and public healthcare organizations
- Organizational and functional structure of local, state, and federal laws, regulations and procedures affecting local government.

Ability to:

- Work effectively as a member of a management team in a large integrated health system that includes a hospital and managed care plan.
- Research, analyze and make recommendations on administrative, fiscal, management, human resources and procedural practices and procedures.
- Plan, organize and assist in directing the work of accountants, auditors, and other staff in the finance unit.
- Represent the health department on assigned committees, advisory boards, work groups and other department task forces.
- Establish and maintain communication and professional relationships with departmental staff and staff from public, private, and other County agencies.
- Interpret and apply statutes and policies.
- Prepare comprehensive, clear, and concise complex financial, operational and management reports.
- Communicate effectively both verbally and in writing.

To apply, visit cchealth.org/jobs



Contra Costa Health Personnel
1320 Arnold Drive, Suite 261
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