Chief Financial Officer

Common Ground Healthcare Cooperative (CGHC) is a nonprofit, community-owned health insurance company well positioned to grow into a major force for positive change in the Wisconsin health insurance market. We are a member-governed cooperative with a mission to provide affordable, innovative health insurance solutions to small businesses, non-profits and individuals in Wisconsin. CGHC is looking for a Chief Financial Officer who believes in our mission, is comfortable working in an exciting, fast-paced environment and who is compatible with our team of hardworking, fun and committed staff.

Position Summary

The Chief Financial Officer is responsible for overseeing all fiscal and fiduciary responsibilities to include the accounting, budgeting, audits, internal controls, finance, cash management, risk management, regulatory financial reporting and insurance aspects of the organization. The Chief Financial Officer is responsible for insuring the financial integrity and equilibrium of CGHC in conjunction with the Chief Executive Officer and Board of Directors. This includes financial planning which links the CGHC mission, strategic plan and initiatives; the implementation of important, approved financial decisions such as allocation of capital spending; the guardianship of the organization's assets, debt management and strategic capital investment. The Chief Financial Officer knows and abides by all CGHC organizational and departmental policies, sets personal standards and strives for high quality work in completing assignments, performs job duties in a timely manner, and represents the organization in a positive manner.

Essential Duties, Responsibilities

- Develops and administers accounting policies and procedures for Corporate Accounting, Accounts Payable, Financial Systems development, Accounts Receivable and Corporate Cost Reporting
- Oversees and implements internal control accounting policies and procedures, in accordance with GAAP, CMS loan requirements and company requirements.
- Oversees and ensures compliance with all audits perform by outside entities.
- Responsible for the coordination of all tax returns and tax related issues that may arise, including the annual 990.
- Provides a system of cash management including the deposit and disbursement of all funds in accounts established by CGHC with banks and other depository institutions and shall act as trustee for CGHC in managing such funds subject to the approval of the CGHC Board.
- Organizes and maintains a system of GAAP and statutory accounting appropriate to CGHC's activities.
- Coordinates the annual CGHC operating and capital expenditure budget process monitors budget performance and assures corrective action as needed.
- Maintains a system of financial reporting in accordance with GAAP and STAT with variance identification and analysis to meet the needs of the CGHC Board, as well as all external reporting needs.
- Leads the Risk Adjustment strategy for the organization.
- Oversees CGHC investments in accordance with established policy.
- Prepares and submits any financial reports required by regulatory agencies including quarterly and annual HHS filing, OCI filings, State and Federal tax filings, Department of Labor filings and any other required filings.
- Coordinates the activities of the consulting actuary; reviews and advises regarding the financial implications of provider contracts, annual rate setting, and IBNR calculations.
**Essential Duties, Responsibilities continued:**

- Assures the confidentiality and security of all CGHC’s books, and records and prepare for all annual audits.
- Provides expert advice, strategy and guidance to CGHC’s leadership regarding all fiscal issues including the financial implications of strategic initiatives and plans.
- Performs other duties as assigned.

**Additional Accountabilities – Board of Directors**

- Provides monthly reports and updates to the Board of Directors
- Leads the Board Audit and Finance Committee

**Knowledge and Skill Requirements**

- Bachelor’s degree from an accredited college or university in Business, or other relevant field; MBA Preferred.
- CPA license required.
- Minimum of ten (10) years of progressively responsible experience of fiscal management/accounting including at least ten (10) years management level experience required. At least five (5) years relevant experience in a health insurance setting required.
- Extensive knowledge, abilities and skills in a combination of GAAP accounting, statutory accounting, tax accounting, budget and cost accounting, corporate finance, insurance operations and risk management.
- Knowledge of the principles and practices of supervision and administration as applied to the management of personnel. Good supervisory skills required with ability to provide leadership to staff required and pay attention to the detail required.
- Effective analytical ability in order to develop and analyze options, recommend solutions to and solve complex issues.
- Knowledge of and ability to use various computer programs such as Microsoft Office and programs/systems utilized in fiscal management including spreadsheet, word processing and presentation software.
- Excellent verbal and written communication and effective listening skills required.
- Excellent interpersonal and customer services skills required. Ability to develop and maintain positive working relationships with both internal and external stakeholders. Ability to work cooperatively, sensitively, and tactfully, and maintain composure and professionalism with all levels of staff and the general public required.
- Ability to effect collaborative alliances, and promote and foster teamwork among the Senior Management team; and ability to mentor, provide leadership and teamwork among department managers and supervisors.
- Ability to maintain strict confidentiality at all times required.
- Ability to prioritize and organize a diverse workload required.

Join a winning team of committed professionals in a growing enterprise. Qualified applicants should send their cover letter, resume and salary requirements to jobs@commongroundhealthcare.org or Common Ground Healthcare Cooperative, Attn: Human Resources, 120 Bishop’s Way, Suite 150, Brookfield, WI 53005.