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**Position Description – Senior Manager, Financial Planning, Children’s Hospital & Research Center in Oakland**

Our highly prestigious client, located in Oakland, California, is the oldest, largest, busiest and most comprehensive Pediatric Medical Center between Los Angeles and Seattle. The hospital is a free-standing facility.

Founded in 1912, the hospital serves as both the “safety net” for children in the East Bay and as a regional pediatric medical center. The hospital has the largest pediatric intensive care unit in Northern California, the only pediatric emergency department and the only designated pediatric trauma center between Los Angeles and Seattle. The 47-bed intensive care nursery is the state-designated regional referral center for high-risk newborns in Alameda and Contra Costa counties. The hospital employs over 2000 people, and is one of the county’s largest employers.

The hospital has 141 hospital-based physicians in 31 subspecialties. As a teaching hospital, the medical center trains 70 students over a three-year pediatric residency program, which is one of the most selective in the country.

Our client also operates a Research Institute ranked as one of the top 10 pediatric research centers nationally, in terms of National Institutes of Health external awards, with more than \$22MM a year in outside funding. The hospital operates the nation's first and only NIH-funded related cord blood program.

The Outpatient Center is the only freestanding pediatric outpatient center in Northern California. The hospital works closely with community physicians to bring pediatric expertise to outlying areas through satellite offices in Pleasanton, Walnut Creek, Santa Rosa and Fremont. The hospital has two Foundations that offset the cost of this specialized services and programs.

**Management**

The style of management and the organizational culture of excellence are deeply rooted in teamwork and mutual support. The commitment of the management team to the mission, which is “Kids”, is outstanding and highly effective in keeping the management and staff focused on the big picture. To complement the management team an individual must be able to blend their individual success into that of the entire team and share in the commitment and the satisfaction of taking care of very sick kids.

**Organization Description**

Our client's annual revenue is nearly \$150 MM, it controls assets of nearly \$180MM and operates on a net margin of 2.8%, with a credit rating of A1. The balance sheet and other operating ratios indicate that it is in an excellent financial position. The organization recently secured a \$60MM Bond Issue. The organization's income is a combination of standard medical reimbursement by the State and Federal Government, private payors, grants and donations. The hospital is also supported by two Foundations.

**Position Description**

The Manager of Financial Planning will be responsible for the development, interpretation and administration of organization policies, procedures and plans relating to all financial planning and analysis, budgeting and cost accounting. The successful candidate will be an individual who has the following knowledge, skills and a proven track record in:

- ✓ The ability to interpret and explain financial statements and other financial reimbursement issues to the management team.
- ✓ Demonstrated experience in the quantitative analysis of business opportunities, diversification and financial structures.
- ✓ Must have analytical and problem-solving as well as the ability to work and communicate with all levels of management.
- ✓ Must have a minimum of three years supervisory or project-leader experience.
- ✓ Must be current with the new knowledge of current trends within the professional field.
- ✓ Must be detail-oriented in the development and analysis of data.
- ✓ Must be skilled in the use of personal computers with spreadsheets and word processing.

**Responsibilities**

The responsibilities of the Manager of Financial Planning include and are not limited to:

- ✓ Supervising a Budget Analyst, Cost Analyst and Financial Assistant.
- ✓ Planning, organization and supervision of the Financial Planning Department.
- ✓ Ensures timely "outside" reports, such as annual and quarterly OSHPD, cost reports.
- ✓ Prepares accurate and timely financial analysis, feasibility studies, flexible budgets, responsibility reports, capital expenditure reports and other financial data. Accompany reports with critical documents regarding significant operation results.
- ✓ Responsible for the coordination and preparation of the Hospital's annual operating budget and long-range capital and financial plans.
- ✓ Gathers, reviews, interprets and analyzes the financial and statistical data and prepares special reports as directed by the Chief Financial Officer,

- ✓ Assists the Chief Financial Officer in evaluating operational and strategic decision alternatives and recommending the best overall value.
- ✓ Develops the cost management and decision support system for the Hospital to include the review of the following data: volume, payor mix, cost, labor, material and equipment demands, capitalization requirements, direct vs. indirect costs and fixed vs. variable costs.
- ✓ Recommends and implements policies and procedures as appropriate to enhance the financial process.
- ✓ Responsible for accurate monthly contractual allowances, analyzing date when appropriate.
- ✓ Providing accurate and timely analysis for negotiations with third-party payors.
- ✓ Assists in the development of new financial management tools for the department.
- ✓ Formulates and recommends policies as appropriate to enhance contractual performance.
- ✓ Responsible for assisting the Chief Financial Officer in identifying, recommending and when appropriate, implementing policies and procedures to enhance financial planning related issues.

### **Experience and Education**

Four to six years of financial planning or suitable accounting/auditing experiences preferable in a healthcare setting or the equivalent experience in a recognized CPA firm. The successful candidate must have a Bachelor's Degree in Business Administration with a major in Finance or Accounting.

### **Personal Characteristics**

As the Company is poised to move to a higher level, it is imperative that he/she be first and foremost a team player. He/she will, as to both written and oral skills, be a superb communicator, and have the style of a diplomat, i.e., able to get along well with everyone and to negotiate agreements where each party benefits. It is imperative that he/she be skilled in bringing together the research and development functions in a spirit of harmony and a single-minded purpose.

He/she will be a person who possesses a strong work ethic, rejects setbacks, and values accomplishments highly. An action-oriented personality that deals with specifics within a broad conceptual framework will be most effective in this position. He/she will have an appropriate sense of urgency that allows him/her to react to situations quickly and decisively. A nonpolitical "speak your mind" approach will work most effectively within the Company's culture. Board and industry presentations are an aspect of the position and for that reason he/she should project the appropriate image.

### **Opportunity**

As a nationally respected Pediatric Center, the hospital will continue to serve as a key referring location for Northern California Pediatric Care, therefore maintaining a reputation as leading-edge facility with

extraordinary technology and services, and the level of excellence and respect is especially critical and essential to our client's future.

The healthcare delivery system has and will continue to undergo significant change. As the vast majority of healthcare providers are finding it difficult, at best, to keep pace with the growing clinical demands, while controlling the cost of care.

This position offers the right person an opportunity to work in an innovative environment. The Manager of Financial Planning will have an opportunity to significantly grow their direct experience and knowledge of the industry and position themselves to meet future career challenges with a broad and noteworthy experience base.

**Compensation**

The compensation plan is based on a competitive base salary commensurate with the experience and the demonstrated accomplishments of the successful candidate, and will reflect the opportunity at the Company. The organization has an excellent employee benefits package, consisting of medical coverage, a dental plan, life insurance, and a 403 b program.