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**Position Description:**

**Chief Financial Officer - Minor & James Medical**

***The Opportunity***

*This is a unique opportunity for a seasoned executive in healthcare financial management to significantly broaden and advance their career in one of the top rated medical groups in the Western US. The company is poised for substantial growth. This individual will aid in bringing the organization to the next level and share in its continuing success.*

**Or Client**

Minor and James is one of the leading Medical Groups in Western Washington. Founded in 1957, our client has served the patients of King, Snohomish and Pierce counties. It has facilities in five locations and has physicians leasing part time space in four locations. Our client is a Primary and Multi-Specialty Group with 60 Physicians.

Our client operates the following medical specialties: Cardiology, Colon Rectal Surgery, Clinical Research, Endocrinology, Gastroenterology, Imaging Services, Infectious Disease, Infusion Center, Internal Medicine/Primary Care, Laboratory, Nephrology, OB/GYN, Oncology/Hematology, Pulmonary Disease and Rheumatology. In January, Orthopedics and ENT will be added.

Minor & James Medical physicians have been voted by their peers as the best in their respective fields. Seattle Magazine & Seattle Metropolitan Magazine sent confidential surveys to a combined total of 15,000 physicians. The survey asked them to name the provider they would recommend in a total of 96 specialty areas, regardless of their hospital or clinic affiliations. Thirty-nine percent of Minor and James physicians were selected A "Top Docs" by their peers. The next highest was the PolyClinic with nineteen percent

**Management**

The style of management and the organizational culture of excellence are deeply rooted in teamwork and mutual support. To complement the management team, an individual must be able to develop his/her individual success into recruiting, retaining and providing support to the staff and the Physicians and ensuring Patient satisfaction, in accord with a tradition of and commitment to excellence.

### **Position Description**

The Chief Financial Officer administers and coordinates the clinic's fiscal management and record keeping. He/she monitors operating results in terms of revenues, cost, budgets, trends and increased profit possibilities and provides fiscal information and recommendations to the Chief Executive Officer, Executive Committee and Management Board.

### **Reporting Relationship**

The Chief Financial Officer reports to the Chief Executive Officer.

### **Duties and Responsibilities**

1. Responsible for the development of and adherence to accounting policies and procedures.
2. Oversee and administers the physician compensation plan including profit allocation, contract interpretation, and results explanation. Also includes analyzing various compensation scenarios. Serve on Compensation Committee.
3. Responsible for all aspects of financial reporting including the preparation of monthly financial statements, variance analysis and various other financial analyses as requested. Develop new reporting systems as needed. Work with independent accountant to plan and enact financial statement audit and tax return preparation.
4. Plan, develop and administer operating and capital equipment budgets, working with the executive staff and supervisors to prepare their departmental budgets.
5. Maintain working relationship with clinic's bank. Provide financial information as required by covenants.
6. Assist in the interpretation and implementation of the clinic partnership agreement and other contracts.
7. Review and file periodic city, state and federal tax returns as required. Ensure payments and deposits are timely.
8. Maintain Great Plains software in the Accounting Department.
9. Coordinates with HR for Administration of the pension plan, including participant signup and education, deposit of 401(k) and profit sharing contributions, processing withdrawals, and executing annual plan audit and tax return.
10. Identify and perform related duties as required and work cooperatively with other management team members.
11. Work with the Controller and Accounting Supervisor to maintain accounting staff morale and productivity. Conduct periodic performance reviews of the Accounting Supervisor.
12. Ensure adequate retention of all financial records.
13. Demonstrate knowledge and understanding of patient privacy rights. Maintains confidentiality of all medical, financial, or other sensitive materials and information in printed, electronic or verbal form, which may jeopardize the privacy of patients and/or employees. Accesses and uses the minimum

necessary patient identifiable information to perform job responsibilities and duties and only for authorized purposes.

**Qualifications**

The successful candidate will possess a formal education in accounting and business with a degree in Business Administration and/or Accounting.

**Personal Traits and Characteristics**

The successful candidate must have the following skills:

Excellent Communication Skills: The Chief Financial Officer will possess strong communications abilities, both written and oral. The successful candidate's communication style should be direct, but not confrontational. He or she must be able to clearly articulate financial functions to all levels of the organization. The successful candidate must be a good listener. He or she must have the ability to get a complete understanding of the staff and user needs, prioritize those needs and clearly communicate the plans to the users in a level of communication that they require.

Sense of Urgency: The successful candidate will possess a high energy level, which allows them to react to situations quickly and decisively, possessing self confidence to be assertive when taking a position, not being afraid to make decisions.

Leadership Style: The Chief Financial Officer will be a hands-on leader who is not afraid to roll-up-their-sleeves and get into the detail. He/she will actually do the work when needed verses just reviewing other people's work. The successful candidate will learn about the organization and its processes before making change for the sake of change.

Image and Presence: The successful candidate will have significant exposure to customers and industry constituents. As such, he or she must project the appropriate image for the Company.

Accountability: He or she should be a results oriented team player who leads by example, holds him or herself accountable for performance, takes absolute ownership, and champions all aspects of the program.

Indomitable Work Ethic: The successful candidate will reject setbacks and will enthusiastically persist until ambitious goals are achieved. He or she will be resourceful and innovative at managing the day-to-day operations of the department, as well as gaining support and understanding for future systems deployments, enhancements and capabilities.

## Compensation

The compensation plan is based on a competitive base salary and a Bonus Program when the organization designs one. The Medical Group has an excellent employee benefits package, consisting of medical coverage, a dental plan, life insurance, a vision plan and a Defined Benefit Retirement Plan with employer matching.

*For further information contact:*

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