

**Western Montana Mental Health Center**  
**140 N Russell**  
**Missoula, MT 59801**  
**Phone: (406) 532-8400**  
**Fax: (888) 855-1324**

**Position:** Chief Financial Officer

**Close Date:** Friday, March 2, 2018 at 5:00 PM (Mountain Standard Time)

**Hours:** Full-time

**Job Summary:** Western Montana Mental Health Center (Western) has a Chief Financial Officer position available with responsibility for financial and operational outcomes for all programs in a 15-county Western Montana Region. Western's 700 employees serve approximately 13,000+ clients at any one time who need behavioral health or substance use disorder services through out-patient or in-patient therapies, case coordination, jail diversion programs, school programs, housing, emergency detention, medication services, group home or crisis facilities residential services, etc. Western is a non-profit entity and the largest community-based behavioral health care provider in Montana.

The CFO is accountable for oversight of the accounting and finance functions for the organization. The person in this position works with the leadership team to understand financial implications of broader strategies and form good business practices for this \$40+ million organization.

**Essential Job Responsibilities:**

- Develop clear and accurate organizational data along with recommendations for Board of Directors, CEO and Senior Leadership Team.
- Ability to analyze information from subordinates and other personnel for forecasting, cash flow analysis and projections and revenue cycle.
- Must have solid understanding of the relationship between health care finance and operations in a complex and evolving health care environment including in-patient and out-patient services, community health and business and office functions.
- Develop and review policies for internal control safeguards and to meet all audit suggestions for improvement.
- Provide financial expertise to guide operations' program development, financial needs of grant and contracts, and donations.
- Ensure oversight of all accounts, ledgers and reporting systems and compliance with regulatory requirements of both General Accepted Accounting Principles and Office of Management and Budget audit requirements.
- Provide timely, accurate and useful financial and management reporting for federal and state funders and leadership of Western.
- Directly supervises Account Manager, Revenue Cycle Manager and Fiscal Analyst.
- Ensure timely coordination and submission of all audits and filing of tax forms.

**Job Requirements:**

- Ability to mentor and develop accounting team with focus on work allocations, training, problem resolution, performance evaluation and positive team dynamic.
- Must have excellent interpersonal and communication skills to facilitate strong relationships with other staff and community stakeholders.
- Ability to travel to all sites in 15 counties when necessary.
- Knowledge of purchasing facilities, rental/lease agreements and capital finance skills.

**Education & Experience:**

- Graduation from accredited college with Master's Degree required in Business, Accounting/Finance or closely related discipline.
- Certified Public Accountant (CPA) strongly preferred.
- Minimum 7 years of broad finance experience and supervisory/leadership experience.
- Knowledge of healthcare operations strongly preferred.

**How to Apply:**

Please complete our online application at [www.wmmhc.org](http://www.wmmhc.org). All information on application form ***must*** be completed. It is also ***required*** that interested candidates include a detailed resume, cover letter of interest, 1 professional letter of reference, and list at least 2 other professional references. If these requirements for application are not met, your application will ***not*** be considered.

Questions? Call Karen Harrison, HR Director, at 406.532.8405.