

# SAN JOAQUIN GENERAL HOSPITAL

IS RECRUITING FOR:

## CHIEF FINANCIAL OFFICER



**SJGH**

**500 W. Hospital Road  
French Camp, CA 95231  
Phone: 209-468-6918**



**SAN JOAQUIN COUNTY**

**Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, CA 95202  
Phone: 209-468-3370**

**Exempt Recruitment Announcement  
1112-EH3102-EX**

San Joaquin General Hospital is seeking a highly ethical, principled and talented Chief Financial Officer to join the Executive Management team to provide leadership and administrative oversight its financial activities.

Well-qualified candidates should possess a strong foundation and understanding of acute care financial administration and possess the highest level of dedication to healthcare while serving economically and culturally diverse communities. In addition to having integrity and a philosophy of excellence in providing oversight to financial operations, strategic planning and professional training, candidates should exercise sound judgment in making administrative decisions and resolving problems, have strong communication, presentation, and interpersonal skills, and maintain effective working relationships with committees, hospital employees, County Administration, County Board of Supervisors and the general public.

### **THE DEPARTMENT**

San Joaquin General Hospital, a public hospital originally established in 1857, is a 196-bed general acute care facility providing a full range of both inpatient and outpatient services. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions including Registered and Licensed Vocational nurses, Pharmacists, Radiology Technologists, Social Workers and Respiratory Therapists.

San Joaquin General Hospital's friendly staff is committed to creating a warm and personal environment which is sensitive to both a patient's emotional and physical needs. The staff of San Joaquin General Hospital work hard to provide the highest quality health care services to the residents of San Joaquin County. We are proud and confident of our tradition of serving and caring for our patients with courtesy, respect, dignity, enthusiasm and a positive attitude.

*This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.*

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

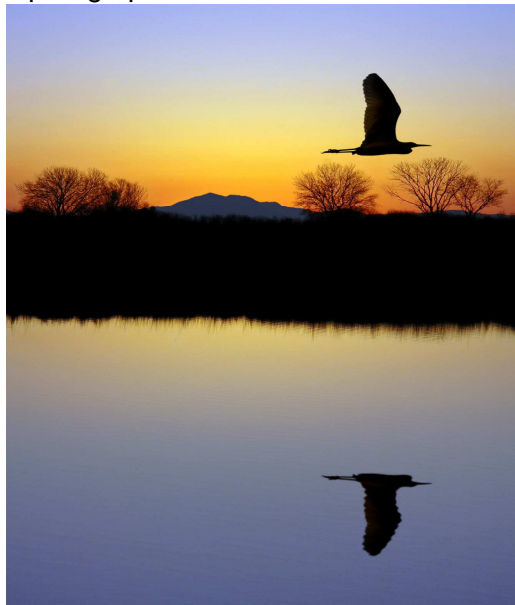
Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### EDUCATION

From preschool to higher education, the county has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



# Chief Financial Officer



## THE POSITION

The Hospital Chief Financial Officer is a key member of the executive management team at San Joaquin General Hospital. Well-qualified candidates will have a strong acute care financial administrative background and demonstrate experience with the principles and practices of healthcare administration including budget and fiscal management, financial planning and analysis, hospital registration and billing, and supervision of financial staff.



Candidates must also be well versed with the day-to-day operational financial needs of an acute care hospital along with the financial policies, laws, and regulations that are unique to a designated public hospital.

## TYPICAL DUTIES

The Hospital Chief Financial Officer has broad responsibility and accountability through subordinate personnel for administering all hospital financial related functions with a major emphasis on controlling cost and maximizing reimbursements and is responsible for carrying out the following duties:

- ◆ Directs the development, preparation and maintenance of a detailed financial plan for the hospital and its various departments utilizing complex analysis methods to forecast patient levels, staffing requirements, and operating costs which culminate in the preparation of financial statements, balance sheets and budgets; directs the development and maintenance of suitable cash flow projections and controls.
- ◆ Oversees and directs hospital budget development, preparation and administration activities; assists the CEO, managers and others by providing needed budgetary support information and reports; continuously monitors operating costs, revenues, and expenses and recommends corrective actions as needed.
- ◆ Directs the installation of financial control systems within the hospital; evaluates various business processes to plan and develop methods for improving efficiency, reducing costs and expediting flow of work.
- ◆ Oversees and directs the establishment and maintenance of sound financial control and reporting systems for the hospital that are consistent with good management practices. Follows audit requirements established in accordance with the County Auditor-Controller, and the requirements of state and federal agencies, develops profit and loss statements, balance sheets and/or other required reports; prepares current and comparative operating reports and financial statements from general and subsidiary ledger entries; coordinates the preparation of regular forecasts of operating results with division heads; publishes year-end financial statements; interprets and explains financial statements and cost data and provides management reports to staff as appropriate.
- ◆ Oversees and directs the posting of entries to subsystems such as general ledger, accounts payable, and accounts receivable, and directs the examination of entries posted in ledgers and journals for accuracy in compliance with established accounting procedures and policies; assures the application of appropriate internal accounting controls; provides executive-level support and accountability for audits and other financial reviews.
- ◆ Reviews and monitors hospital contracts with third party payers; responsible for oversight of third party treatment authorization and utilization review activities.
- ◆ Oversees the valuing and managing of assets and liabilities.
- ◆ Oversees the development and implementation of appropriate charging systems and mechanisms; assures that billing is accurate and timely and that recovery processes are efficient and effective; oversees and monitors patient financial screening activities.
- ◆ Selects, assigns, trains, directs, and evaluates subordinate staff, including senior level managers; assures appropriate management of staff and functions in areas of responsibility.
- ◆ Directs special studies of organization, operations, and services; makes recommendations to administration concerning means of reducing hospital operating costs and increasing revenues; monitors legislative activities and recommends advocacy positions regarding health care accounting, capital financing, reimbursements, and other issues.



# Chief Financial Officer



## COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

**Annual Base Salary: \$162,626-\$243,519**

In addition to base salary, the County offers:

- ◆ Cafeteria Plan: **\$24,023** annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 5% employer contribution to the County's 457 Deferred Compensation Plan.
- ◆ Vacation cash-out up to 15 days annually (valued from \$9,383 to \$14,050).

Total potential cashable compensation valued as follows:

	Base	Midpoint	Maximum
Annual Base:	\$162,626	\$203,073	\$243,519
Fixed Benefits:	\$31,043	\$31,043	\$31,043
Variable Benefits:	\$17,514	\$21,869	\$26,226
<b>Total Compensation:</b>	<b>\$211,183</b>	<b>\$255,985</b>	<b>\$300,788</b>
<i>Performance Incentive 20%</i>	<i>\$32,525</i>	<i>\$40,615</i>	<i>\$48,704</i>
<b>Total Potential Compensation:</b>	<b>\$243,708</b>	<b>\$296,600</b>	<b>\$349,492</b>

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years).
- ◆ 10 days administrative leave per year.

[www.sigov.org/hr/Programs/Benefits](http://www.sigov.org/hr/Programs/Benefits)

## RECRUITMENT INCENTIVES\*

- ◆ Reimbursement of qualifying moving expenses up to \$5,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator's Office.

## DESIRABLE QUALIFICATIONS

**Education:** Possession of a Master's Degree in business administration, public administration, accounting, economics, or closely related field.

**Experience:** Five years of increasingly greater management experience in acute care hospital financial management and accounting.

**License & Certificates:** CPA Preferred; membership (or eligible for membership) in the American College of Healthcare Executives (ACHE) is desirable.

**Substitution:** Possession of a Bachelor's Degree in business administration, public administration, accounting, economics, or closely related field and three additional years experience of hospital financial management experience may be substituted for the Master's Degree.

## APPLICATION & SELECTION

Completed application package including supplemental application must be submitted to the Human Resources Division :

**This Position is Open Until Filled**

**Apply Online Today:**

Website: [www.sigov.org/hr](http://www.sigov.org/hr)

Or submit your application, supplemental and resume to:

San Joaquin County Human Resources  
Attn: Rachel Novetzke  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.468.6918  
Fax: 209.468.6271

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

Final candidates will be interviewed by the CEO of San Joaquin General Hospital.

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**"Our community's health and well-being is our highest priority!"**



# Chief Financial Officer



## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. Please provide a **detailed description** of your experience including **employer name, position title and dates of employment with each answer**. These questions will be reviewed in evaluating your qualifications.

This position will oversee all of San Joaquin General Hospital's financial and related operational needs. Ideal candidates should have experience in the following areas:

### Financial Administration

1. Please describe your management and financial administration experience in an acute care hospital. Include in your answer: staffing and scope of administrative responsibilities and provide specific examples of the challenges you faced as a financial administrator and how you developed solutions and/or operational strategies to achieve the hospital's fiscal mission and objectives.

### Policy and Regulation Administration

2. Provide specific examples of financial programs or revenue cycle systems you implemented and maintained and what accomplishments you made as an administrator of those areas.  
⇒ Please also include your experience in developing and/or recommending financial control systems for an acute care hospital. Provide specific examples of your role in the implementation and management of these areas as they pertain to financial forecasting, staff operations cost, training, and remaining within the guidelines of acute care standards and State and Federal regulations.

### Financial and Budgetary Experience

3. Please describe your experience in coordinating and managing various hospital funding activities. Please be specific on what role you played in the budgetary process and scope of responsibilities including the financial challenges you may have faced when developing and monitoring billing and patient financial screening, accounting audits, assisting hospital administration with balancing staffing ratios with census, monitoring overtime of staff and solutions you developed to minimize these challenges.

### Presentation and Networking Experience

4. Please describe your networking and public speaking experience when working with Hospital Boards and Committees, political representatives and the community. Include examples of presentations you have conducted as they pertain to financial healthcare administration.

### Certifications and Membership Organizations

Are you currently a member of the following organization?

American College of Healthcare Executives (ACHE) \_\_\_\_ Yes \_\_\_\_ No

Membership Number: \_\_\_\_\_

Are you currently a Certified Public Accountant? \_\_\_\_ Yes \_\_\_\_ No

License Number: \_\_\_\_\_