



## Chief Financial Officer

Leadership Profile

February 2024

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A decorative graphic consisting of numerous thin, overlapping, curved lines in a light teal color. These lines originate from the left side of the page and flow towards the right, creating a sense of movement and depth. They are layered over a dark teal rectangular area at the bottom of the page.

**WittKieffer**

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## Organization Overview

In 1900, Samuel Moore, a prominent Boone financier, purchases land to build a new home. Instead, he decided to donate the land to build a hospital after learning from Dr. Deering, a railroad physician, that a railroad worker had died and could have been saved if there had been a hospital available in Boone County.

Today, Boone County Hospital (BCH) is one of the leading employers in Boone, Iowa. BCH, located just 40 miles north west of Des Moines, is an independent, 25-bed critical access hospital that has been serving the healthcare needs of Boone County and the surrounding communities by providing a wide range of services to the community that span the continuum of care.



### Mission

Boone County Hospital's mission is to improve and enhance the health and well-being of those we serve.

### Vision

Boone County Hospital will be the trusted leader in promoting the health of the people and communities we serve.

### Values

- **Quality:** Quality and excellence in patient care are at the core of everything we do and every decision we make.
- **Respect:** We respect the beliefs and values of everyone we encounter.
- **Compassion:** We care for and about our patients, their family and each other.
- **Collaboration:** We work in partnership with other resources and believe every voice makes a difference.
- **Accountability:** We are accountable to one another and to our community.
- **Service:** We have a culture of service that values teamwork and focuses on the needs of others.

### Services & Partnerships

Services include:

- ER, surgical and inpatient hospital care
- Family birth center
- Two rural health clinics
- Two family practice clinics
- Surgical and Podiatry clinic
- Various specialty clinics

- Walk-in clinic
- Diabetes Center
- Pain Center
- Hyperbaric wound center
- Out-patient infusion center
- Ambulance services
- Physical Therapy, Occupational Therapy, and Speech Therapy
- Cardio and Pulmonary Rehab
- Tech Services
- Adult day care
- Community public health services

BCH partners with the Iowa Clinics, Iowa Heart, Capital Orthopaedics, McFarland Clinic, MercyOne, Wolfe Eye Clinic, and other independent providers to provide outreach clinics to patients in Boone County

In 2016, BCH opened the Boone County Family Medicine North Walk-in Clinic. BCH also owns and operates Boone County Family Medicine (BCFM) North, BCFM South, as well as the Madrid Family Practice Clinic in Madrid, and BCFM in Ogden.

BCH is a clinical site for nursing students, as well as medical students, physical and occupational therapy students, social work students and many other health professional educational students. Following is just a partial list of the colleges and universities who use BCH as a clinical site for their students.

- Des Moines Area Community College
- Des Moines University
- University of Iowa
- Iowa State University
- University of Northern Iowa
- Drake University
- Graceland College
- Grand View University
- Purdue Global University
- Grand Canyon University
- Kirkwood Community College
- St. Ambrose
- University of Massachusetts (Lowell)
- Texas Christian University

- Upper Iowa University
- Washburn University

## BCH Strategy

BCH has identified the following key priorities for the coming year:

- Elevate organizational excellence
  - Financial sustainability
  - Growth of philanthropic initiatives
  - Leadership development
  - IT infra-structure
- Engage the community
  - Generational care
  - Outreach and marketing
  - Building employer relationships
  - Furthering a digital strategy
- Grow local access to care
  - Stabilize and grow key services
  - Leverage access points
  - Provider recruitment
- Align medical staff
  - Med staff development
  - New care models
  - Referral management

## Position Summary

The Chief Financial Officer (CFO) is responsible for the financial operations of the organization. This includes overseeing accounting practices, fostering relationships with banking and lending institutions, and conducting thorough analyses to anticipate and plan for the organization's future financial needs.

Moreover, the CFO plays a pivotal leadership role within the finance team, ensuring accurate and timely financial reporting. They are also tasked with crafting and enforcing fiscal policies and procedures for the organization, serving as a model of excellence and fostering effective communication and adaptability within the team.

## Reporting Relationships

Reporting to the CEO, direct reports include the Business Office, Finance & Accounting, Health Information, Management, Materials Management, Patient Registration and Engineering & Environmental Services.

## Responsibilities

- Participates in the facility's long-term and short-term financial planning process.
- Prepares an annual budget showing the expected receipts and expenditures as required by the Finance Committee.
- Responsible for annual audit; maintain a strong working relationship with auditing firm.
- To submit regularly to the Board of Trustees or its authorized committees, period reports showing the professional service and financial activities of the Hospital and to prepare and submit any special reports that may be required by the CEO.
- Provides advice and assistance to department heads and managers in analyzing and interpreting financial data and reports.
- Works with management to assist in developing budgets, cost analysis, RVU/compensation model calculations, service line analysis and other financial needs.
- To supervise all business affairs, such as the records of financial transactions, collection of accounts, and purchase and issue of supplies, and to be certain that all funds are collected and expended to the best possible advantage.
- Assumes accountability and responsibility with hospital leadership for the development and implementation of departmental objectives, performance standards of practice for each category of personnel, and departmental policies and procedures.
- Champion process improvement efforts.
- Assists in administering and overseeing the 340B program.
- Coordinates and controls the facility's cash management and investment activities. Directs the accounting and business practices used by the organization.

- Will assist the Information Services in evaluating the software needs on an ongoing basis and adapts programs to changing needs.
- Understands and responds to regulatory and reimbursement methods and ensures smooth transition to any changes in those methodologies.
- Represents hospital as a member of HFMA.
- Will be a Champion for our Standards of Behavior and help lead the organization through cultural development initiatives.
- Participates in the analysis of the financial implications of proposed new services or capital projects and expenditures.
- Reconciles and analyzes accounts to trace discrepancies or errors. Current understanding of Medicare, Medicaid and 3rd party Insurance.
- Presents financial and statistical information to leadership and Board of Trustees in an accurate and timely manner.
- Oversees and maintains internal accounting controls and other business office systems and procedures.
- Ensures accurate and timely information is provided for external audits, regulatory audits, examinations and related financial projects.

## Goals and Objectives

The following goals and objectives have been identified as priorities for this position:

- Gain the confidence and trust of the senior leadership team within Boone County Hospital. Gain a solid understanding of the culture and operational strategies of the organization.
- Set a tone of leadership that is collaborative in nature, and focuses on analytical decision making and emphasizes individual and collective accountability for the financial integrity and strength of the organization.
- Gain a solid understanding of the current budget process within Boone County Hospital. Evaluate current practices and institute improvements to ensure that the process is as accurate as possible, involves as much input from the departmental level as possible, and is as efficient as possible.
- Analyze and determine how the hospitals capital resources are best utilized for the advancement of the organization. Determine best practices while working collaboratively with the CEO and board on implementation of those specific projects and initiatives.
- Develop positive, professional relationships and earn the reputation as a credible and respected member of the peer management team within Boone County Hospital.
- Ensure that monthly, quarterly, and year-end reports are as timely as possible and highly accurate (error-free).

- Review, implement, and redesign -if necessary- procedures and systems that are needed to maintain a highly efficient department.
- Identify opportunities to improve efficiency with the use of technology and other performance improvement initiatives. Maintain all financial systems.

## Candidate Qualifications

### Education/Certification

- Must possess a minimum of a Bachelor's Degree in Accounting. Master's Degree or CPA preferred.
- Must have 5 plus years of prior management experience in a hospital or healthcare setting (Critical Access preferred).

### Knowledge and Work Experience

- Extensive executive level experience (CFO or other senior leadership role) in a nationally recognized health care organization with exemplary quality, growth and sustained financial strength.
- Must have thorough knowledge of accounting, finance, reimbursement, budgeting, credit and collections as they relate to healthcare.
- Prefer knowledge of Information Systems, preferably in a healthcare setting. Proven strategic financial planning skills.
- Must have the ability to work with associated technologies relevant to the position.
- Must possess the ability to effectively communicate, both verbally and in written form, information system problems, needs, and solutions with all levels of the organization.
- Must possess knowledge of databases, spreadsheet applications, word processing, and network administration.



## The Community

### Boone County, Iowa

Just a short drive away from Des Moines, Ames and Omaha is Boone County - a County of inspiration. Golfing, biking, hiking, camping, canoeing, fishing and great dining intermingle with shopping, museums and scenic train rides. No matter what time of year, Boone County provides something for everyone. Jump on Boone & Scenic Valley Railroad's dinner train, take a hike at Ledges State Park, or go skiing at Seven Oaks Recreation, the possibilities are endless in Boone County.

Cities within Boone County include: Boone, Ogden, Madrid, Pilot Mound, Boxholm, Luther, Fraser, Beaver, and Berkley. The County has excellent public and parochial schools along with a community college, great cultural and recreational opportunities, and active churches and civic organizations. In addition, Boone is only 10 miles from Iowa State University in Ames, one of Iowa's three main universities, and is a 30 minute drive to Des Moines, the capitol of Iowa.



With parts of the original Lincoln Highway running through it, the city of Boone presents the picture of a big "little city". The city was named in honor of Captain Nathan Boone, youngest son of Daniel Boone, who made an expedition through the territory in 1835. Bounded by abundant parks and summer camping areas along the colorful Des Moines River, it is adjacent to some of Iowa's richest farm lands.

Boone has been named as Iowa's best up and coming housing market by Insurify and was ranked #1 2019 affordable small town as well as the 9<sup>th</sup> safest city in Iowa.

For additional information on Boone County:

<https://www.boonegov.com/>

<https://www.visitboonecounty.com/>

<https://www.boonecounty.iowa.gov/>

## Procedure for Candidacy

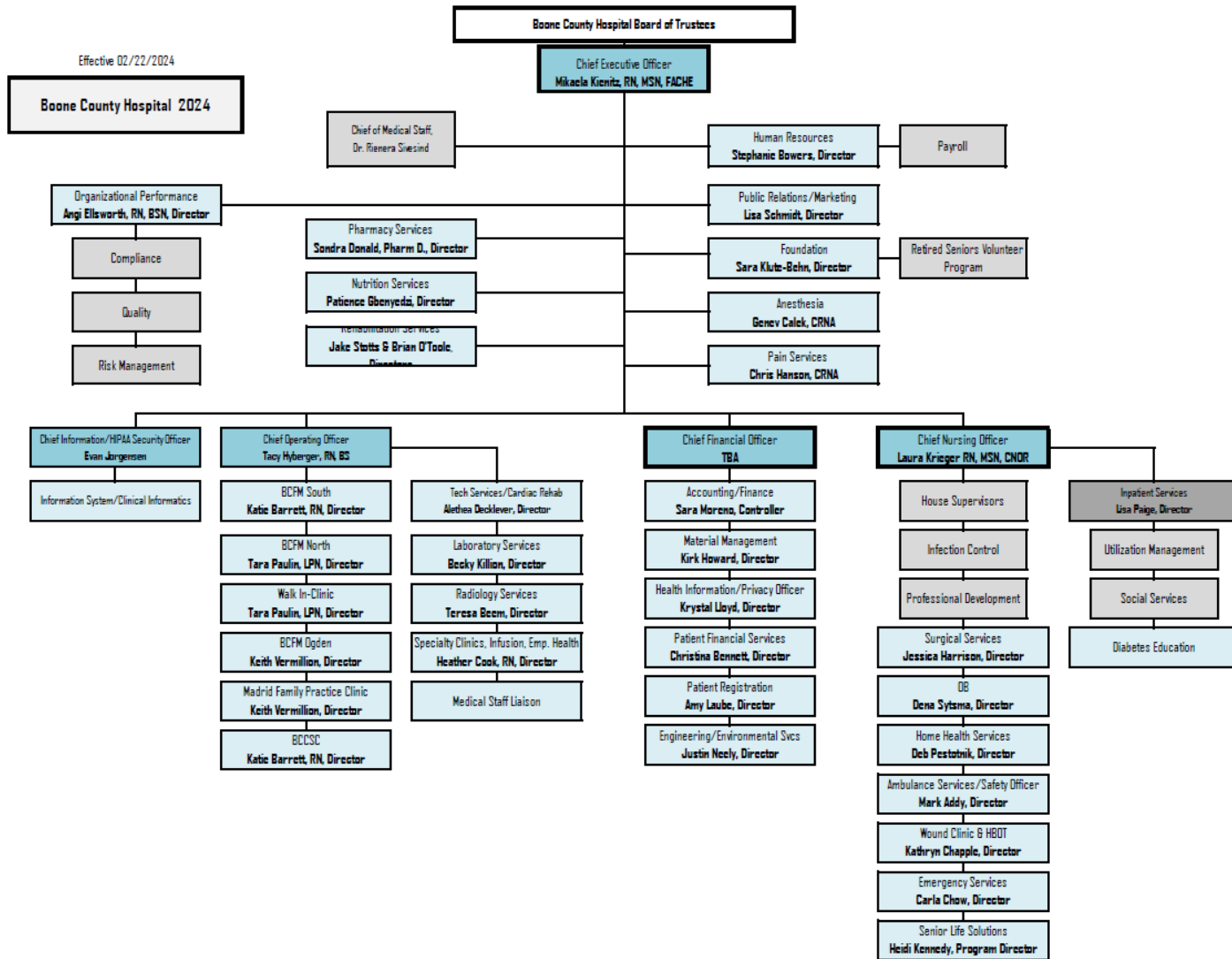
Please direct all nominations and resumes to April Allen and Jess Cummings via e-mail to [jcummings@wittkieffer.com](mailto:jcummings@wittkieffer.com).

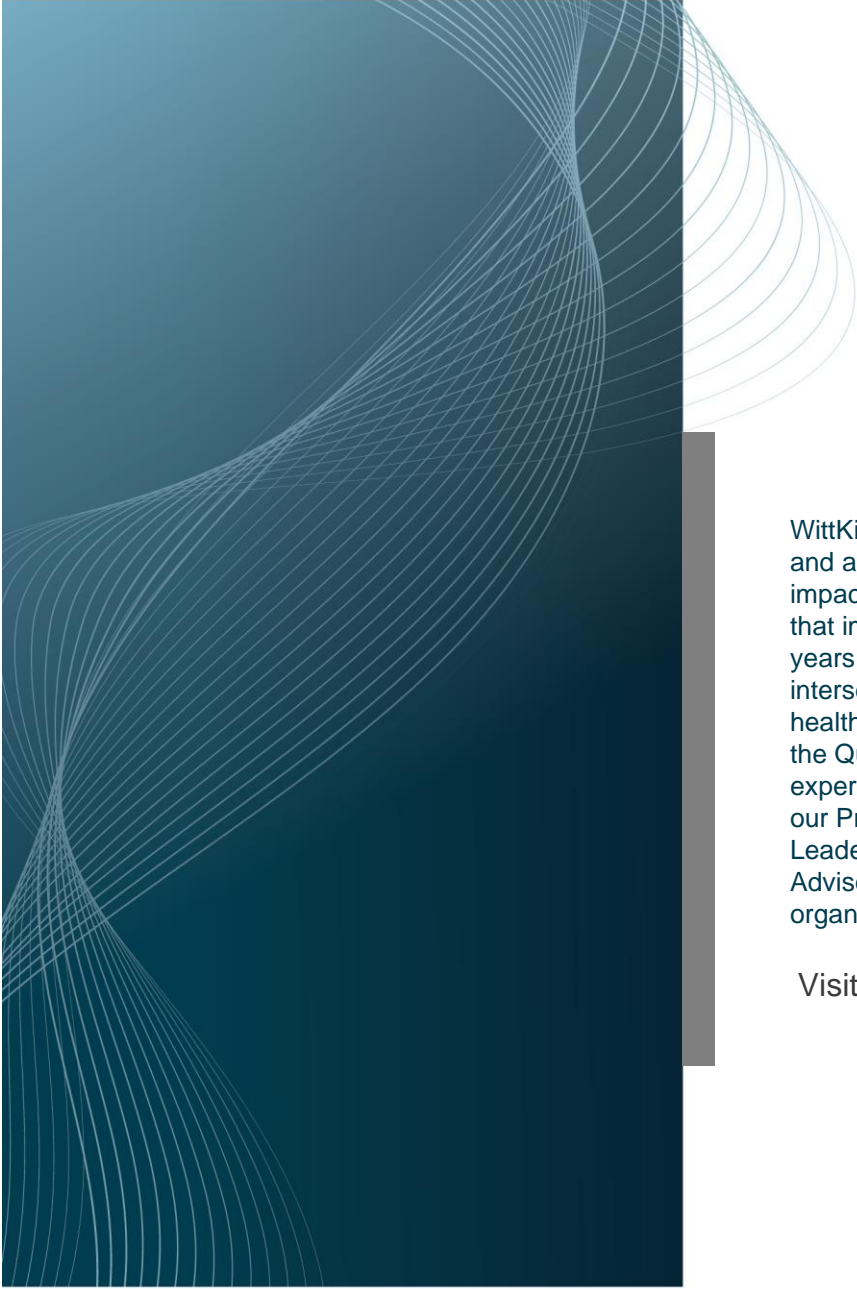
*Boone County Hospital values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.*

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# Organization Chart





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