

## **DEPUTY DIRECTOR OF HEALTH SERVICES (DEPUTY CHIEF FINANCIAL OFFICER)**

**\$269,460.12 - \$327,530.52 Annually**

Contra Costa Health (CCH) is looking for a dynamic Deputy Director to manage and oversee the department's Finance Division. This role is responsible for overall planning, organizing and coordinating of CCH's budget development, financial planning, budgetary controls and fiscal policies. This full-time position is based in Martinez, California.

Under the general direction of the Health Services Chief Financial Officer (CFO), the Deputy Chief Financial Officer (DCFO) is responsible for the day-to-day administration of the financial activities of the Health Department, which includes a hospital, health centers and managed care plan. The DCFO will oversee general accounting functions, financial reporting, reimbursement functions and compliance to ensure accurate and transparent financial records. The DCFO will also assist the CFO in the implementation of fiscal and accounting policies in compliance with current technology, governmental accounting standards, laws, regulations and County governance. The incumbent will report directly to the Chief Financial Officer (CFO) and assume duties of the CFO in his/her absence.

### **Why join the Contra Costa Health Finance Division?**

Contra Costa County is one of the few counties in the nation to offer a full spectrum of health-related services under one organizational structure. Contra Costa Health is the largest county department in Contra Costa County with over 4,700 employees. Our mission is to care for and improve the health of all people in Contra Costa with special attention to those who are most vulnerable to health problems. We provide services through nine operational areas: Behavioral Health, Contra Costa Health Plan, Emergency Medical Services, Environmental Health, Hazardous Materials, Health, Housing & Homeless Services, Public Health, Contra Costa Regional Medical Center & Health Centers, and Detention Health. Please see our website for more information about Contra Costa Health: [cchealth.org](http://cchealth.org).

CCH is an integrated system of health care services that covers health at every level: the individual, the family, and the community. For low-income and uninsured residents of Contra Costa County, CCHS is the safety net, providing medical services not available to them elsewhere.

The Health Services Finance Division is responsible for the accounting operations of each program operated by Contra Costa Health Services. With the responsibility of managing a budget of over \$2 billion dollars, the Finance Department is recruiting for a Deputy Director of Finance to oversee a complex system of funding sources and the Finance units that maintain budgetary controls.

### **We are looking for someone who is:**

- **A strong leader.** You will develop and maintain effective working relationships with your team and lead by example.

- **A strong relationship builder.** You will need to establish relationships across operational areas, departments and with external agencies.
- **An effective communicator.** You will need exemplary communication skills to effectively convey complex policies and procedures across all levels of the organization and foster an environment of open dialogue and feedback while respecting confidentiality and discretion in sensitive matters.
- **A strong motivator and supporter.** You will need to encourage and support your line supervisors who are responsible for providing day-to-day supervision of Finance staff.
- **Organized, data- and results-driven.** You will need to balance multiple priorities and know when it is appropriate to delegate. You should utilize data analytics to inform decisions, improve workforce planning, and measure the effectiveness of initiatives in meeting departmental objectives.
- **Able to balance department needs and County interests.** You will need to demonstrate your understanding of organizational partnership by leveraging the CCH needs with the County's interests.
- **Able to adapt to constant change.** You will need to be flexible and able to shift priorities quickly as needs change.
- **Support Alignment with the County Administrator's Office.** You will need to actively engage and align with the directives of the County Administrator's Office, as they have full oversight of processes, procedures and administration across the county. This positive collaboration will ensure the effective and seamless integration of county-wide initiatives and practices.
- **Innovative and solutions focused.** You will need to take a fresh look at current internal practices, encourage innovation and identify opportunities to modernize and streamline operations. You will need to be a champion for change in establishing an environment of continuous improvement within the unit.

**What you will typically be responsible for:**

**Management and Financial Leadership:**

- Assist CFO in developing long-term financial objectives, plans and policies.
- Participate in overall management discussions and decision-making processes.
- Manage and direct staff in general accounting, accounts payable, finance systems and government reporting.
- Establish and maintain communications with departmental staff and staff from other County agencies.
- Attend outside meetings related to Contra Costa Health, including the County Administrator's Office and/or Board of Supervisors, when assigned.

- Supervise and evaluate the performance of assigned staff members to the finance unit.
- Act in the absence of the Chief Financial Officer.

**Financial Planning and Analysis:**

- Collaborate with the CFO to develop and implement financial strategies and policies aligned with the health department's mission and goals.
- Analyze financial data, identify trends and recommend actions to optimize financial performance.
- Interpret policies, procedures and regulations and determine the impact of pending and approved healthcare legislation on the health department.

**Budgeting and Forecasting:**

- Oversee the departmental budgeting process, including creating annual operating budgets and capital expenditure plans.
- Monitor budget performance, track variances and propose adjustments as needed.

**Financial Reporting and Compliance:**

- Ensure accurate and timely financial reporting to internal and external stakeholders.
- Comply with regulatory requirements, accounting standards and industry best practices.

**Risk Management:**

- Mitigate financial risks by implementing robust internal controls and risk assessment processes.
- Monitor financial performance indicators and address potential issues proactively.

**Minimum Qualifications**

**License Required:** Candidates must possess a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's License will be accepted during the application process.

**Education:** Possession of a Master's degree from an accredited college or university with a major in Public Health, Business or Public Administration, Social or Behavioral Sciences, Health Sciences, Social Work, or a closely related field. Position assigned to Health Finance requires a Master's degree from an accredited college or university with a major in Business, Finance or Accounting, or a closely related field.

**Experience:** Five years of full-time (or the equivalent of full-time) professional management experience in a health or human services agency, at least three years of which must have been in an executive-level position within a large diverse program or public agency providing health or human services to the public or professional management experience in budget analysis/development or finance management in a health or human services public agency providing supervision to

professional staff.

**Required certification when assigned to Finance:** Possession and maintenance of a valid Certified Public Accountant (CPA) issued by the State of California, OR a Certified Health Financial Professional (CHFP) issued by the Healthcare Financial Management Association (HFMA), OR a Certified Government Financial Manager (CGFM) issued by the Association of Government Accountants, OR a Certified Public Finance Officer (CPFO) issued by the Government Finance Officer's Association.

**Substitution for Education:** Possession of a Bachelor's degree from an accredited college or university with a major in Public Health, Business or Public Administration, Social or Behavioral Sciences, Health Sciences, Social Work, Finance, or Accounting and additional three years of the required experience, at least two years of which must have been in an executive-level position within a large diverse program or public agency providing health or human services to the public or professional management experience in budget analysis/development or finance management in a health or human services public agency in a supervisory capacity.

#### **Compensation and Benefits**

The salary range for this position is \$269,460.12 - \$327,530.52 annually, depending on qualifications. Additionally, this position has been approved for a 5% COLA adjustment in July 2024 & July 2025.

**Closing Date: Open until filled.**

To read the complete job description and apply, please visit:

<https://www.governmentjobs.com/careers/contracosta/jobs/4467543/deputy-director-of-health-services-deputy-chief-financial-officer?page=3&pagetype=jobOpportunitiesJobs> or our Careers page at <https://www.governmentjobs.com/careers/contracosta>.

Equal Opportunity Employer