The San Mateo Medical Center invites applications for the position of Chief Financial Officer.
March 7, 2014

Dear Applicants:

As Chief Executive Officer, it is my pleasure to announce the opening of a recruitment for an exciting management opportunity of Chief Financial Officer for the San Mateo Medical Center (SMMC).

As you may know, the SMMC is an integrated delivery system of healthcare focused on the needs of the underserved, within a County system of care. The SMMC serves as a key provider within the Health Plan of San Mateo’s (HPSM) public/private network. Our integrated delivery system includes a fully accredited acute care hospital that includes ED, PES, OR, endoscopy, and short stay unit, 7 bed ICU, general medical/surgical unit (62-bed capacity) acute inpatient psychiatry (34 beds), on-campus skilled nursing unit (32 beds); and 9 clinics located across the County’s diverse and dispersed population.

The Chief Financial Officer is a critical position that contributes greatly to our success. The position is responsible for strategizing, planning, organizing, directing, coordinating and evaluating all fiscal and technical accounting and financial operations of the SMMC – which includes a $257 million annual operating budget. The position reports to me and provides direction to a finance management team.

We are looking for a seasoned, well-respected financial manager and leader with experience overseeing fiscal operations within a healthcare system. The position requires experience with safety net hospital supplemental funding streams and strategies for maximizing same. The successful candidate will be a CPA with at least five years of increasingly responsible experience performing a wide variety of duties related to fiscal management and leadership in healthcare finance, and have a genuine interest in contributing to our success. MBA is preferred.

If you have questions about the position, please feel free to contact Lisa Yapching, Personnel Services Manager at (650) 363-4381.

Thank you for your time and consideration.

Best regards,

Susan Ehrlich, M.D.
Chief Executive Officer
San Mateo County

San Mateo County is located on a scenic peninsula between San Francisco and the Silicon Valley, offering a wide range of recreational pursuits, economic opportunities and numerous attractions. The 700,000 residents of the County enjoy a diverse, multicultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographical location in the heart of the San Francisco peninsula.

The Health System

The mission of the Health System is to help San Mateo County residents lead longer and better lives by:

- Protecting the public’s health from environmental and communicable disease hazards,
- Promoting communities that make the healthiest choice the easiest choice, and
- Providing services to vulnerable populations.

The Health System is the largest department in San Mateo County with a $540 million annual budget and 2,100 employees. There are ten divisions in the Health System: Aging and Adult Services, Behavioral Health and Recovery Services, Correctional Health Services, Emergency Medical Services, Environmental Health, Family Health Services, Health Coverage Unit, Health Information Technology, Public Health Policy and Planning, and the San Mateo Medical Center.

For more information regarding the San Mateo County Health System, please visit our website at www.smchealth.org.
San Mateo Medical Center

San Mateo Medical Center (SMMC) is an integrated County-run healthcare delivery system, focused on the needs of the underserved. The SMMC serves as a key provider within the Health Plan of San Mateo’s (HPSM) public/private network.

San Mateo County is known for its innovation and leadership on many public policy challenges facing local communities, and it expects to continue this role in the healthcare arena. The County is committed to its role as a public safety net provider, with particular emphases in ambulatory care that embodies a chronic disease management model, a strong and robust behavioral health and recovery services system, and an integrated long-term care system that strives to support older adults and persons with disabilities in the least restrictive settings.

SMMC's integrated delivery system includes a fully accredited acute care hospital that includes separate medical and psychiatric emergency departments, a 7 bed ICU, a general medical/surgical unit (62-bed capacity) an acute inpatient psychiatry (34 beds) unit, a 3 room operating suite, endoscopy and short stay units, an on-campus skilled nursing unit (32 beds); and 9 clinics providing a medical home to adults and children as well as medical and surgical sub-specialty care, located across the County’s diverse and dispersed population.

The mission of the SMMC is to open doors to excellence in healthcare. Services are designed to meet the needs of the community, and are delivered in a culturally sensitive manner.
The Position

The Chief Financial Officer plans, organizes, directs, coordinates and evaluates all financial and technical accounting operations of the San Mateo Medical Center, including revenue cycle (patient access, health information management, coding, and patient accounts), financial planning and analysis, accounting, billing and collections, reimbursement, purchasing, and contract administration; and provide highly complex staff assistance to the Chief Executive Officer - SMMC. Duties may include, but are not limited to, the following:

- Plan, direct and evaluate organization-wide financial and accounting operations of the San Mateo Medical Center.
- Act as liaison between the Chief Executive Officer and senior level management staff to ensure that the Medical Center has adequate resources to provide both mandated and expected levels of health care services.
- Coordinate and participate in the development and implementation of financial goals, objectives, policies, procedures and priorities for the Medical Center.
- Ensure compliance with federal, state and local legislation.
- Direct and review the preparation of complex financial statements, reports, claims and other State and Federal mandated reports; analyze and interpret financial and statistical data for management, advisory committees, auditors and related groups.
- Analyze systems and processes and develop methods to optimize revenues.
- Direct the preparation of all division and program budgets.
- Work closely with the Health System finance team, the Controller’s Office, and the County Manager’s Office to assure effective fiscal monitoring and development of appropriate performance measures.
- Identify and recommend new data processing requirements and modifications to enhance financial reporting systems.
- Select, supervise, train and evaluate managerial, professional, technical, and clerical subordinate personnel.
- Perform related duties as assigned.

Qualifications

We are seeking a Certified Public Accountant (CPA) finance officer who has ten years of progressively responsible experience in hospital, healthcare or public accounting and finance management, five years of which must have been in a management role in a healthcare organization.

An MBA degree is preferred.

Certification as a Certified Health Financial Professional (CHFP) by the Healthcare Financial Management Association (HFMA) within one year of appointment is required.
The San Mateo Medical Center is looking for a passionate leader who thrives in working with a diverse team of dedicated and motivated professionals to assess and implement solutions to the complex issues facing the healthcare industry, particularly in the public sector and with vulnerable populations. Additionally, the successful candidate:

- Is a strategic thinker and planner with innovative yet practical solutions to problems that promote the Medical Center’s vision and is balanced against financial and resource limitations and/or technical requirements;

- Is approachable and a relationship and team builder with a management style that quickly fosters trust, loyalty, respect, commitment, consensus and partnership from staff, other managers in the Medical Center and the Health System, and the County in general;

- Is an experienced manager with sound understanding of and hands-on experience with all facets of financial management, preferably in a public integrated delivery setting and including employee management and development;

- Understands the work performed by staff and provides clear direction relative to goals and objectives;

- Will embrace and champion the integration of Lean management and continuous improvement concepts to business solutions.
Salary and Benefits

Salary for this position is dependent on qualifications.

In addition to salary, the County offers an excellent benefits package that is available to spouses, domestic partners, and other dependents.

- Retirement: A choice of three County Retirement System plans and health benefits for retirees.
- Insurance: Choice of three medical and two dental plans with the majority of the premium paid for employee and eligible family members plus Flexible Spending Account option. The vision care plan is fully paid for employee and eligible dependents. The County provides $50,000 of Basic Life Insurance.
- Additional Insurance: Family Death, Disability and Supplemental Life Insurance policies are available to employees. Long Term Disability benefits fully paid by the County.
- Vacation: Employees receive 13 paid days a year for the first 5 years of service. Additional days are added with increased years of service.
- Administrative Leave: Management employees accrue 130 hours per year to use as time off. In April of each year, employees have the opportunity to convert 50% of their then current Administrative Leave hours balance for a cash payment.
- Other Benefits Include: Employee Health & Fitness Programs, Commute Alternative Program, Employee Assistance Program, Dependent Care Assistance Plan, First Time Home Buyer Program, Deferred Compensation, and Tuition Reimbursement Program.

Recruitment Schedule

Open Recruitment ........................................... Friday, March 7, 2014
Close Recruitment .................................................. Continuous*
Cut-off Date (for first round of selection) .................... Thursday, March 27, 2014
First Round Initial Interviews .................................. Week of April 14
First Round Finalist Interviews .............................. Week of April 21
First Round Final Interviews ................................ Week of April 28
Desired Start Date .................................................. May 2014

How to Apply

To apply for this outstanding career opportunity, please submit your resume and cover letter in PDF format to the contact indicated below. In your cover letter, please include, in bullet format, your responses to the following questions:

1. Describe your financial leadership experience in a hospital or integrated healthcare delivery environment.
2. Describe your management experience leading change within a healthcare environment.
3. Provide one work-related example that best demonstrates your ability to lead a complex organization towards a high value-high quality at low cost-system.
4. Your salary expectations.

Please email your cover letter (with responses to the above) and your resume in PDF format (to retain your preferred format) to:

Lisa Yapching, Personnel Services Manager
LYapching@smcgov.org
Phone: 650-363-4381

* This recruitment is open until filled and may close at any time. To be considered for the first round of interviews, please submit your interest by the applicant cut-off date indicated above.