



Chief Financial Officer/Director of Administration

Full-time position, salary commensurate with experience

As a key member of the Executive Management team, the Chief Financial Officer / Director of Administration will report to the President and assume a strategic role in the overall management of the company.

This position functions as a right hand to the President and will perform/oversee accounting, finance and administrative responsibilities.

Responsibilities:

Chief Financial Officer

- Provide researched and objective recommendations to executive management and President on the financial implications of business activities. Must provide timely and accurate analysis of budgets, financial trends and forecasts.
- Develop advanced financial modeling to project and evaluate short- and long-term strategic objectives. Evaluates and advises on the impact of new programs/strategies and regulatory action, for example, performs analysis of business insurance plans and health care coverage to help decide what to offer employees and potential employees; provides relational analysis between variables like the addition of a new facility and its impact on other variables like staffing/equipment – how does this effect revenue and expenses?; etc.
- Direct and oversee all aspects of Purchasing, Finance & Accounting functions of the organization, including classifying data and recording transaction/journal entries; preparing statements understandable and useful to the internal as well as external end-users of accounting statements; and preparing/distributing of accounting reports, which includes additional information in the form of accounting ratios, graphs, diagrams, funds flow statements, etc. Provide reporting on key performance indicators along with analysis of trends.
- Monitor banking activities of the organization and ensure adequate cash flow is present to meet the organizational needs.
- Manage the daily cash balance and invest excess funds to achieve the most lucrative rate consistent with Company policy.



- Perform payroll functions to ensure that all employees are properly paid. Work with third party payroll provider to ensure that all payroll/withholding taxes are paid accurately and timely. Use payroll information to make proper entries into accounting system, to properly and timely pay employer/employee contributions to the SimpleIRA plan and perform cost analysis on each department and activity of the entities.
- Annually review the SimpleIRA plan to determine that the company is still eligible to use such a retirement plan. Communicate with participants on an annual basis to determine if contribution percentages will change. Communicate with non-participants on an annual basis to determine if they wish to start participating at the beginning of the next calendar year.
- Produce, analyze, interpret, and effectively communicate monthly / quarterly / yearly reports for review by the Executive Management Team. Train Executive Management team and other support staff to raise awareness and improve knowledge of financial matters and impact of strategic decisions to the businesses as a whole.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, productivity reports, reports to funding agencies, development and monitoring of organizational budgets, provision of information needed to complete tax returns.
- Ensure that effective internal controls are in place and are compliant with GAAP, tax reporting, and other federal/state regulatory laws.
- Perform other duties as assigned

Director of Administration

- Oversees administrative and financial operations of all locations (Coralville, Hiawatha, Kalona and Cedar Rapids). Must maintain a good relationship with clinic/departmental managers and be willing to travel on a regular basis to meet with staff.
- Oversees the Human Resources department of the Company.
- Primary day-to-day responsibility for planning, implementing, managing and controlling all administrative and operational activities of the company. Including coordination of maintenance and repairs with the appropriate vendors as well as the ordering of supplies.



- Audits processes and champions process improvement initiatives to ensure efficiency and make certain that all positions and job functions are being performed in a manner that is the best use of Company resources. Works with various department heads to achieve this goal. For example, working with medical billing staff to analyze our insurance coding per insurance carrier to optimize reimbursement and ensuring the process is followed by therapists.
- Establish and maintain strong relationships with employees and management staff so as to identify their needs and seek a full range of business solutions.
- Perform other duties as assigned

Qualifications and Requirements:

- BS in Business Administration, Accounting, Finance or related field. CPA required. Equivalent combination of education and experience will also be considered
- Strong leadership, communication, and analytical skills. Must be able to communicate with and manage well at all levels of the organization and with staff at remote locations essential
- Must maintain a positive attitude at all times, be a role-model for staff and lead by example. Our organization flourishes when we have a good/strong team and a supportive culture
- At least five to ten years of financial and management experience in a facility with at least 50 staff members. Must be willing to learn the day-to-day of administrative operations
- Strong knowledge of and interest in physical therapy and health/fitness
- Must be able to analyze and interpret in a manner that end-users can make a meaningful judgment about the financial condition and profitability of a project, program or initiative
- Strong interpersonal skills, problem solving and creative skills
- Must possess ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency. Must be results-oriented.



Computer Skills:

Must be PC proficient (MS - Word, Advanced Excel, PowerPoint, Access) and strong working knowledge of QuickBooks is preferred. Some application development experience and billing software experience preferred but not necessary. Must be willing and have desire to learn new software.

How to Apply:

To be considered for this employment opportunity, submit a cover letter and resume in one of the following ways:

1. Send an electronic copy to jobs@perfther.com
2. Mail to:
Performance
Attn: Human Resources
3290 Ridgeway Drive
Suite 3
Coralville, IA 52241
3. Drop off in person at Performance Therapies

NOTE: All duties and requirements stated above are essential functions. This job description in no way implies that these are the only duties to be performed by the staff occupying this position. Staff members may be required to perform other job-related duties by their supervisor.