



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 15-FI-NFPHC-0004	POSITION: Chief Financial Officer
POSITION SERIES: DS-501	POSITION GRADE: N/A
OPENING DATE: February 19, 2015	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: March 5, 2015	SALARY RANGE: Commensurate with Experience
WORKSITE: Washington, DC	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: None	NO. OF VACANCIES: One (1)
AGENCY: Not for Profit Hospital Corporation (NFPHC)	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Chief Financial Officer (OCFO), Not for Profit Hospital Corporation (NFPHC). The incumbent is responsible for the overall financial operation of an acute-care facility including accounting, budget, payroll, tax and other financial planning activities within the hospital organization. Works collaboratively with the District's CFO, hospital CEO, and other hospital management to develop and implement policies and procedures, short and long range goals, objectives and plans. Develops and implements strategic plans to support continued growth, and integration of all financial/operational systems. Monitors the hospital's fiscal performance in realizing its established plans and objectives; identifies and reports undesirable trends with remedial action; and makes recommendations for final review and approval. Provides analytical, consultative and informational support. Contributes financial expertise in the planning of new services that generate additional sources of revenue. Manages costs by continually identifying opportunities and ways to eliminate non-value added costs. Furnishes and coordinates information and explanation of intricacies in financial management. Assures that all policies, regulations, procedures and methods used or promulgated by the office are in compliance with legal and regulatory requirements of the Federal and District Government. Provides expert counsel regarding the financial performance of the hospital, strategies for growth and development; directs the financial management functions. Performs other related duties as assigned.

QUALIFICATIONS REQUIREMENTS: Desired candidate must have specialized experience managing a medical facility involving accounting, budget, payroll, tax and other financial planning activities with at least one (1) year working at the executive level is required. **In addition** – Applicants must have a bachelor's degree in accounting **or** related field such as business administration, finance, or public administration. **Applicants must submit an official transcript that verifies a degree in accounting or related field. If applicable, your application package must include a foreign credential evaluation of all foreign transcripts.**

SPECIALIZED EXPERIENCE: Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards,

outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. **KNOWLEDGE:** Describe your expert accounting, budgeting, financial reporting, statistical and financial management knowledge and the proven ability to utilize fundamental and diversified professional accounting principles, methods, techniques, theories, practices and systems to formulate and execute a budget and achieve a wide range of financial management objectives.
2. **LEADERSHIP:** Describe your strong leadership skills, including the ability to select development, supervise subordinates, and skillfully communicate strategies and goals to achieve desired results.
3. **JUDGEMENT:** Describe your ability to apply a high level of sound, independent judgment, in the solution of financial problems and the administration of the financial management process.
4. **PROGRAM AND MISSION ACCOMPLISHMENT:** Describe your ability to organize, analyze, interpret and evaluate financial data to reach conclusions and solutions that assist in attaining overall agency objectives, including your ability to plan, direct and coordinate complex financial management programs.

TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Human Resources Director
OCFO – OMA – Human Resources
1101 4th Street, S.W., Suite W220

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: Employment with the OCFO is subject to a satisfactory background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty; you will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you being work (D.C. Code, section 1-616.51 *et seq.*)(2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER