# Chief Financial Officer – Position Description

## Position Purpose

Serve as the Chief Financial Officer for the School of Medicine (SOM), leading and managing all financial and management accounting activities, and as a strategic partner with university & hospital management to visualize and develop financial policy, systems, programs and strategy.

## Duties and Responsibilities

* Oversee the School of Medicine financial assets, including controls and management reporting. Oversee the consolidated budget, capital plan, annual capital budget, fund application, expenditures and compliance; management and allocation of reserves and use of the school's endowment; development of models for new algorithms for the operating budget and for negotiation with the Dean, Department Chairs and Stanford Hospitals leaders.
* Represent the school in development of key business plans. Develop and negotiate inter-entity agreements. Responsible for all SOM contractual relationships outside the University, such as agreements with partner hospitals.
* Develop, interpret, document and implement financial and internal control policies, procedures and processes for finance, accounting, budgeting, financial/accounting systems, internal controls and auditing for the school.
* Identify and resolve strategic problems that affect the overall functioning beyond the immediate unit that have university-wide impact.
* Direct efforts of managers; develop those in leadership positions and in the leadership pipeline, make hiring decisions, provide coaching and mentoring, manage performance, determine staffing needs, develop and ensure succession planning within area of responsibility.
* Collaborate with university and hospital senior leaders to formulate, review and/or amend policies.
* Work with external regulatory agencies on issues of mutual interest.
* Ensure proper recording of SOM assets, liabilities, funds, revenues and expenses in compliance with GAAP, applicable laws, regulations, university policies and donor requirements.
* Evaluate economic and social forces and government influences; interpret their effects upon the organization’s financial performance.

## Knowledge, Skills and Abilities

* Demonstrated ability to apply financial and analytical skills based on a firm understanding of the mission, strategy and operating principles of the university and school.
* Broad subject matter expertise in all aspects of CFO-type responsibilities including financial, project management and controls.
* Strong interpersonal skills with a demonstrated ability to work and interact effectively with a diversity of individuals representing a broad range of skills and experiences, and the ability to build coalitions and inter-functional teams to leverage synergistic relationships.
* Proven strategic and innovative thinker who plans and makes decisions within the framework of the school/unit and university’s strategic intent.
* Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
* Successful experience with organizational development and staff development, and a proven ability to create and manage change.
* Advanced oral and written communication skills. Able to present information clearly and effectively to internal and external audiences, client groups and all levels of management and serve as an advisor to senior and university leadership.
* Previous experience in strategic management and leading large multi-functional teams including financial teams. Strong leadership and strategic management skills; experience partnering at the senior level across an organization.
* Experience as a senior manager with responsibility for developing and mentoring managers and senior professionals.

## Position Requirements

Education: MBA or advanced degree in finance, economics or related field.

Experience: 10+ years progressively responsible experience in finance and leadership roles or combination of education

FLSA: Non-Exempt