

LOUIS THOMAS MASTERSON & COMPANY

Retained Executive Search • Corporate Outplacement • Specialized Human Resources Consultants

2334 Beaver Creek • Westlake, Ohio • 44145-4300

www.ltmco.com

(216) 533-3263 • FAX (440) 333-8778

Personal and Confidential Specifications for Chief Financial Officer Northeast Ohio

The Organization:

The organization is independent and not-for-profit, dedicated to providing excellence in Long Term Care, rehabilitation and senior living services.

Also, the organization is faith-based, open to individuals of all faiths. It consists of a skilled nursing facility and two assisted living programs, a memory support services program and a physical assistance program.

Job Summary:

The Chief Financial Officer is responsible for the development and maintenance of a financial system to serve all of the organization. He/She safeguards corporate assets and provides accurate, reliable and timely financial information organized in a meaningful format for analysis and decision making. The Chief Financial Officer will also make recommendations regarding investment of reserve funds, serve on the Management Team, and coordinate with other corporate offices to provide administrative supervision.

Overseeing the various corporate compliance areas, the Chief Financial Officer is responsible for keeping current on regulations to assure that services rendered are correctly charged.

Position Title:

Chief Financial Officer

Reports to:

Chief Executive Officer

Direct Reports:

Controller
Several managers

Education:

Bachelor's Degree, Master's Degree in Business Administration and a CPA required.

Characteristics/Background Qualities:

- Comfortable with Financial Statements and deadlines
- Understands the due diligence process
- Good Midwestern common sense
- People skills, applied in environments similar to our organization
- Broad strengths, especially including pro forma's and financial software
- An approachable, down-to-earth management style
- Goal oriented, accountable, decisive, and results oriented
- Hard-working, direct, with a strong work ethic
- Appreciates the culture of a small but growing organization
- Communicates naturally and honestly
- Engenders trust from all
- Strong communication skills
- People skills, applied in similar environments
- A seasoned, yet still growing, executive
- Goal oriented, accountable, decisive, and results oriented
- Evidence of vision and leadership for new initiatives

Candidate Requirements:

- Experience - having supervised the development and implementation of an annual budget for a Long Term Care facility
- Experience - comfortable providing financial planning and implementation support
- Experience - solid LTC financial management skills and experiences, ideally having served as the Number One or Two person in Finance in a comparable organization
- Experience - Finance experiences, ideally with strengths, opportunities, and markets similar to ours
- Experience - having formulated long range goals, annual goals, objectives and programs associated with the Mission and strategic goals of the organization
- Experience - maintain compliance with relevant regulatory and accrediting agencies
- Experience - having participated in the strategic planning process
- Experience - being part of an organization's Senior Leadership
- Experience - leadership in moving an organization forward with contemporary thinking and actions
- Experience - Treasury, banking, and investment management experiences consistent with a LTC organization
- Interpersonal Skills - possessing a personality that fits into our organization and our Senior Leadership
- Interpersonal Skills - sets goals on a regular basis, is personally accountable for the accomplishment of his/her goals, and holds others accountable for their goals
- Interpersonal Skills - able to clearly articulate our Mission and faith-based approach to managers, staff, and other constituencies
- Interpersonal Skills - having successfully managed and motivated a LTC financial organization or a portion of the financial organization
- Interpersonal Skills - a strong, natural communicator
- Interpersonal Skills - someone the organization trusts and finds highly credible
- Interpersonal Skills - high integrity and able to point to situations in his/her background requiring integrity in decision making and action

Candidate Requirements: continued

- Career Profile - a range of LTC or acute health care experiences that includes organizations comparable in size to our organization
- Career Profile - successfully negotiating contracts with third party payors, vendors and others while maximizing reimbursement
- Career Profile - a proven, sound understanding of the financial operations of a LTC organization
- Career Profile - facile in strategic planning and implementation
- Career Profile - able to get the most out of available resources
- Career Profile - understand the unique/special structural and relationship differences found in a LTC organization
- Career Profile - values and promotes strong relationships and communications to the various constituencies that the financial function supports and with which it interacts
- Career Profile - understands the importance of technology, the significant and ever-increasing cost of technology, and the strategic applications and results of technology
- Career Profile - have a "Get it done!" attitude and approach

Major Issues:

- Improve work efficiencies
- Train the financial staff to train/support campus managers
- Reformat the Financial Statements to facilitate better Board and bank understanding

Immediate Objectives:

- Achieve new SOS software implementation
- Evaluate each member of the Accounting staff

Compensation:

- An attractive package consisting of base salary and other, appropriate benefits.

Contact:

Louis Thomas Masterson, President
LOUIS THOMAS MASTERSON & COMPANY
2334 Beaver Creek , Westlake, Ohio 44145-4300
216-533-3263, 440-333-8778 fax
LTMasterson@ltmco.com

Please refer to 0522 in all correspondence.