



Sunshine Community Health Center

Job Title: Assistant Director of Finance
Department: Administration
Reports To: Chief Finance Officer (CFO)
FLSA Status: Exempt
Approved: January 2020

SUMMARY:

Assistant director of finance oversees the overall financial functions and health of the organization. The assistant director helps the CFO ensure accurate accounting practices within the organization and assess the organization's financial health, identifying problem areas and developing solutions. The assistant director of finance may also be tasked with training personnel and delegating duties for staff in finance departments. The assistant director of finance is a high-level position and will be working closely with top executives in designing financial goals. This requires a strong level of creativity and the ability to communicate effectively with staff and supervisors to help maintain a consistent financial vision and goals. A strong understanding of financial processes and laws is necessary, as well as the ability to understand and use accounting and financial software.

ASSISTANT DIRECTOR OF FINANCE TASKS:

- Support the CFO in all aspects of department operations
- Provide direction, leadership, and support to the accounting team
- Maintain, prepare, inspect, and deliver regular financial reports
- Uphold standards of quality and adherence to all regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise all positions reporting to the CFO
- Assist in planning, organizing and directing the activities of the Finance department including training and development needs of staff according to priority, schedule and budget
- Ensure that effective communications are maintained within areas of responsibility
- Ensure optimum performance of the financial functions including preparation of annual budget and departmental budgets
- Assist in the oversight of the annual financial audit
- Ensure timely submission of required reports, including but not limited to UDS report, Medicaid and Medicare cost reports, grant fiscal report as required by specific funders

- Ensure the safeguarding of SCHC's assets
- Participates in activities and meetings related to the organization including policy development, risk management, strategic planning, and quality improvement
- Ensure confidentiality and reliability of corporate electronic data
- Assure that patient and third-party billing procedures are performed in a timely manner.
- Evaluation of financial feasibility of third-party reimbursement
- Prepares reports of reimbursement and accounts receivable activity for leadership and board of directors that track SCHC's progress within industry standards
- Maintain awareness of federal and state legislation and regulations that affect SCHC's business environment
- Provide recommendations for financial policies and procedures and implements accounting control procedures as approved by board of directors
- Provides the executive director, leadership and board of directors with accurate and timely information necessary to make operating decisions
- Ensures that all financial processes and procedures are documented and in compliance
- Compiles and analyzes financial information to prepare entries to accounting system documenting business transactions
- Prepares balance sheet, profit and loss statements, and other reports to summarize current and projected figures for SCHC's financial position
- Ensure that all fiscal grant requirements are met
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Received: Works under supervision of CFO. Supervision is received through personal conferences, general observation of work in progress and periodic review by supervisor of completed work.

Performed: Finance, Billing, and Payroll Staff

QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Current (annual) TB screening required and Hepatitis B immunization is recommended for all SCHC employees.

EDUCATION and/or EXPERIENCE:

Graduation from high school or the equivalent. A Bachelor's Degree in a relevant field. Education and or experience equivalent may be considered. Five years of relative accounting experience, which includes a minimum of 2 years experience in a supervisory role, budget development and oversight. Thorough knowledge of Excel as well as computerized accounting systems is also required.

Specialized Knowledge and Skills:

Knowledge of CPT and ICD coding principles. Knowledge and experience with third-party reimbursement from traditional health insurance plans, Medicare and Medicaid.

KNOWLEDGE AND ABILITIES:

- Understanding of GAAP
- Ability to maintain budget controls
- Strong analytical and problem-solving skills
- Understanding of accounts receivable management
- Understanding of concept of maximum reimbursement
- Knowledge of CPT and ICD coding principles
- Knowledge of traditional health insurance plans, Medicare, Medicaid and Workers' Compensation
- Skillful in the use of calculators, computers, spreadsheet software, and patient management software.
- Ability to manage an exempt and non-exempt staff
- Skill in dealing with patients and visitors, as well as other staff members
- Knowledge of standard office policies and procedures
- Skill in organizing time and managing multiple demands
- Ability to work independently and use good judgment in work prioritization
- Ability to complete difficult/complex tasks
- Ability to follow oral and written instructions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, stoop, kneel and operate a keyboard. Employee must also have visual acuity to read small print and view a computer monitor, be able to reach to the top of a five-drawer filing cabinet and occasionally lift and or move boxes of no more than 30 lbs. Employee may need to climb stairs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. SCHC promotes the principles of Resiliency throughout the organization.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employee may travel between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the public, staff members and government representatives under all conditions and circumstances. All SCHC facilities are non-smoking.

OSHA:

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. SCHC will make the Hepatitis B vaccination available to all employees free of charge.

EMPLOYMENT PRACTICES:

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment or participation in its programs and benefits based on race, color, and national origin, and creed, ability to speak English, disability, sex, age, marital status, veteran status or any other protected class. Persons alleging unequal treatment should contact Human Resources (907)733-9236.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC’s established policies and procedures.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date