

**PERRY MEMORIAL HOSPITAL**

**JOB DESCRIPTION: HOSPITAL CHIEF FINANCIAL OFFICER**

**EMPLOYEE NAME:**

**EMPLOYEE NUMBER:**

**HIRE DATE:**

**TRANSFER DATE:**

**JOB SUMMARY: INFECTION CONTROL CATEGORY III**

SALARY (40/HRS)

**POSITION SUMMARY:**

Under administrative direction, directs the financial and business office activities coincidental with defined hospital policies and objectives.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

Administers the general accounting, patient business services, including third-party reimbursement, financial and statistical reporting functions of the hospital and hospital foundation in accordance with established policies and accounting procedures.

Assists the hospital's governing board and CEO in the development of long and short range hospital operations plans which may include service demand analyses, resources availability analyses, and cost benefit analyses of proposed capital and staff expansions.

With governing board oversight and participation, develops long and short range operational and capital budgets which are supported by the hospital's long and short range plans and objectives. Causes to be prepared by hospital employees cash flow analyses and budget variance. Provides consultative recommendations regarding budget modifications as required. Assists managers in the development of departmental budgets.

On behalf of the governing board, monitors hospital fiscal performance in realizing established plans and objectives of the hospital and its governing board. Identifies and reports undesirable trends and makes consultative recommendations for remedial action to the governing board for final review and approval.

Causes to be prepared by hospital employees internal financial reports including work papers for annual financial audit by an outside public accounting firm.

Assumes a lead role in exploring and implementing means of managing and improving the financial performance of the hospital.

At the governing board's direction, oversees the preparations by hospital employees or outside firms of financial data and associated reports required by government and other regulating agencies including payroll tax reports and public disclosure reports.

At the governing board's direction, oversees and maintains through hospital employees internal accounting controls and other business office systems and procedures.

At the governing board's direction, oversees through hospital employees all areas of receivables management. Works with hospital employees to achieve efficiencies in the business office.

At the governing board's direction, consults and negotiates with third-party payers concerning the hospital rates, always subject to the final approval of the hospital's governing board.

Will be a member of the hospital administrative team with direct reporting responsibilities relating to Business Office Manager, Health Information Services Manager, Materials Manager and other departments as assigned by the Chief Executive Officer.

**POSITION REQUIREMENTS:**

Knowledge of generally accepted accounting principles and verbal, interpersonal and quantitative skills normally acquired through the completion of a Bachelor's degree in Accounting.

Knowledge of healthcare financial management and managerial skills typically acquired through two to three years of experience in public accounting, specifically in health care auditing, or two to three years of experience as an accountant, assistant controller or controller in a hospital or other healthcare setting.