



Job Title: FINANCE DIRECTOR

Department(s): Finance Administration/Management

Position Summary: Responsible for the overall fiscal management of a 4 Site Federally Qualified Health Center including financial management and reporting, Patient Accounting, and Business Operations functions.

Supervision Received: Executive Director

Supervision Exercised: Patient Accounting Manager, Accountant, Business Operations Manager

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Using data provided by organizational managers, general ledger capability and our PMS, direct responsibility for preparation of annual operating budget, and other financial plans consistent with the strategic goals of the organization
- Oversight of all Patient Accounting functions and supervision of Patient Accounting Manager. Ensure an adequate accounts payable function and staff for the organization. Ensure appropriate patient accounts receivable procedures, patient collections, coding, claim submission, posting payments to accounts and necessary follow up on claim pends and denials. Responsibility for all patient visit copay collection policies and procedures including Sliding Fee formulas and collection procedures. Monitor and report Accounts Receivable values by payer source. Forecast cash flow needs as appropriate. Responsible for training and monitoring staff compliance with these A/P processes.
- Oversight of all Business Operations functions including: patient scheduling, registration and reception; outsourced vendor/purchasing; and facilities maintenance. Supervises Business Operations Manager.
- Maintains an automated accounting system and chart of accounts in sufficient detail to meet management reporting needs and external financial reporting requirements
- Prepares accrual based financial statements monthly, as well as any other financial information required by the Board. Provides regular management reporting, including but not limited to budget to actual variances, accounts receivable gross and net, FTE reports, productivity reports, payer mix, encounter and visit trends, demographics, comparisons by site. Responsible for all State Public Program payment settlement processes. Responsible for all financial reserve calculations, allowances for contractual adjustments, bad debt calculations and associated reporting. Direct responsibility for periodic fee schedule and payer contractual adjustment analysis.
- Supervisory responsibility for preparation of annual external audit and associated Federal and State tax reporting including the 990 Report, A-133 Reports and others as assigned. Direct responsibility for preparation of all MinnesotaCare Tax submissions; State Charitable Organization Registration; MnVac reporting, and; associated reporting. Direct responsibility for compliance with any reporting obligations connected to any applicable City or County Tax Filings.
- Direct responsibility for preparation and submission of Form 5500 Pension Reporting

- Direct responsibility for annual preparation and submission of Medicare Cost Report to CMS
- Direct responsibility for managing all financial aspects of the Federal PHS 330 Grant and any applicable additional federal grant funds. Direct responsibility for ensuring that all financial reporting and appropriate internal financial controls are in place to meet all Federal, State and other governmental/regulatory obligations. This activity includes participation in preparation and submission of periodic reports such as Federal FSR Reports, Quarterly/Annual Progress Reports. Also direct responsibility for establishing procedures and appropriate controls associated with accessing these federal funds.
- Supervisory responsibility for annual preparation and submission of Federal UDS Report. Direct responsibility for preparation and presentation of periodic summary of UDS Report information to Board and Management Team
- As part of Senior Leadership Team, performs assigned responsibilities for Federal and State Grant application/renewal processes and materials including; PHS 330, HRSA OSV and others.
- Direct responsibility for securing all appropriate Information Technology hardware and software (including computers, servers, telephone, scanners, printers and faxing equipment) to support the operation of the organization. Ensures stable IT operating environment, including a Local Area Network, a Wide Area Network, internet access and desktop support for all locations. Manage all sub-contracted IT vendor relationships and software add-ons. Manage shared IT Platform processes involving the Centricity User Group.
- Direct responsibility for all property/casualty and business interruption/protection insurance coverages
- At the request of Executive Director, prepares forecasts and projections related to operational and financial performance measures including but not limited to patient volume, payer mix, provider productivity, and net revenue
- At the request of Executive Director, staffs Board meetings and committees, prepares and presents financial and operational reports and meeting minutes as necessary
- At the request of Executive Director, participates in assigned activities involving a variety of public/private partnerships involving NHS and external organizations
- Supervisory responsibility for implementation of all financial investment policies and actions as authorized by the Executive Director and Board of Directors/Board Finance Committee, as well as all investment reporting as requested
- Direct responsibility for all financial compliance related to NHS' participation in the Federal 340B Program
- Works with grants personnel to prepare grant budgets, proposals and financial performance reporting. Ensures a system of grant accounting that meets external funders' requirements, including direct charging or allocation of expenses to identifiable funds, timely preparation of invoices and payment, and regular review of reports with Director of Community Health & Grants Management
- Establishes and maintains appropriate financial management policies and practices. Formulates and recommends new policies as required, and monitors implementation, including sliding fee scale guidelines. Ensures systems are in place to implement guidelines
- Direct responsibility for preparing all Medicaid Wrap reconciliation and collection processes with the Minnesota Department of Human Services (DHS) and applicable PMAP Plans
- Performs periodic cost studies – fee schedules, cost accounting by site, etc.

- Liaisons with banks and financial institutions, and ensures that reserves are invested consistent with Board guidelines

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

EDUCATION/QUALIFICATIONS:

- Minimum college degree and at least 5 years' relevant work experience in a health care organization. Master's degree or CPA preferred
- Possesses knowledge of Federal grants, health care fund accounting, and Federally Qualified Health Center requirements are desired; Microsoft Access or other database queries; Patient accounting/practice management systems; Accounting systems
- Computer skills at the level necessary for working efficiently in the company's practice management system, especially in the electronic medical record
- Ability to write clearly and succinctly; articulate and synthesize complex issues and communicate alternatives and implications to Board, management and staff; comfortably present financial statements and proposals to Boards and outside agencies, and to coordinate site visits
- Ability to make business decisions guided by sound ethical principles; produce financial models useful for forecasting; build and maintain complex spreadsheets; exercise leadership in ambiguous situations
- Ability to plan, organize and multitask; use a computer keyboard to type; speak, understand, read and write English at a sufficiently to carry out all essential duties; work independently and as part of a team; work cooperatively and respectfully with others