

Director of Finance

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Name: _____ **Date of Hire:** _____

Department Assigned: _____ **Supervisor:** _____

Shift Assigned: _____ **Duty Hours:** _____

Purpose of Your Job Position

The primary purpose of your job position is to direct all financial affairs of the facility using generally accepted accounting principles, including accounting, payroll, business office, purchasing, billing and reimbursement, credit and collections, and other financial matters as directed by the Administrator.

Delegation of Authority

As **Director of Finance**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

| Miscellaneous Information | Risk Exposure Potential to Blood and/or Body Fluids | Essential Function (✓ = NO) | Safety Factors | | | Competency Evaluation | |
|---|---|-----------------------------|---|---|--|---|-------------------------------------|
| | | | Function Requires Repetitive Motion (✓ = YES) | MINIMUM Weight Lifting Requirements Apply to Task (✓ = YES) | Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = YES) | Performs Function Satisfactorily (✓ = NO) | Needs In-Service Training (✓ = YES) |
| Duties and Responsibilities | | | | | | | |
| Administrative Functions | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Plan, develop, organize, implement, evaluate, and direct the financial affairs of the facility under the direction of the Administrator. | 3 | | | | | | |
| Supervise and direct the activities of the accounting department using generally accepted accounting principles. | 3 | | | | | | |
| Establish and maintain financial objectives and policies and the corresponding written policies and procedures. | 3 | | | | | | |
| Review the facility's financial objectives, policies, and procedures periodically, at least annually, and make recommendations to the Administrator. | 3 | | | | | | |
| Assist the HR Director in the development of written job descriptions for accounting personnel. | 3 | | | | | | |
| Develop and produce monthly and year-end financial statements, annual budgets, and cash flow. Present these to the Administrator and assist that office in interpreting and utilizing the financial data. | 3 | | | | | | |

| Duties and Responsibilities (continued) | Risk Exposure to Blood/Body Fluids | Essential Function | Repetitive Motion | Weight Lifting Requirements | Prolonged Sitting, Standing, Bending, etc. | Performs Function Satisfactorily | Needs Training |
|--|------------------------------------|--------------------|-------------------|-----------------------------|--|----------------------------------|----------------|
| Administrative Functions (continued) | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Maintain a working relationship with all department directors and assist them in developing and using appropriate financial data. | 3 | | | | | | |
| Interpret and present the facility's accounting policies and procedures to employees, residents, family members, visitors, government agencies, etc., as necessary. | 3 | | | | | | |
| Attend meetings of the governing board of directors as required by the Administrator. | 3 | | | | | | |
| Review entries in all ledgers periodically, to ensure accuracy and compliance with generally accepted accounting principles and any relevant regulations. | 3 | | | | | | |
| Ensure that resident admission contracts are signed and appropriately filed. | 3 | | | | | | |
| Review and develop a plan of correction for any accounting deficiencies noted during survey inspections and provide a written copy of such plan to the Administrator. | 3 | | | | | | |
| Delegate such financial authority, responsibility, and accountability to others as is necessary to complete all functions of the position listed in this job description and any others that are necessary or directed by the Administrator. | 3 | | | | | | |
| Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator. | 3 | | | | | | |
| Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator. | 3 | | | | | | |
| Report any known or suspected unauthorized attempt to access facility's information system. | 3 | | | | | | |
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| Committee Functions | | | | | | | |
| Serve as Chairperson of the Budget Committee of the facility. Provide written/oral reports of that committee to the Administrator as directed or as you consider necessary. | 3 | | | | | | |
| Serve on various committees of the facility as required, and provide written reports of financial agenda items as directed by the Administrator. | 3 | | | | | | |
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| Financial Functions | | | | | | | |
| Establish and maintain an accounting system that accurately reflects the facility's income, operating costs, and financial condition. | 3 | | | | | | |
| Assist the Administrator in the preparation of an annual operating budget. | 3 | | | | | | |
| Prepare financial records and cost reports for submission to authorized government agencies as required by current regulations. | 3 | | | | | | |
| Prepare all requested financial budgets and forecasts/projections. | 3 | | | | | | |
| Prepare accurate and timely cash flow projections. | 3 | | | | | | |

| Duties and Responsibilities (continued) | Risk Exposure to Blood/Body Fluids | Essential Function | Repetitive Motion | Weight Lifting Requirements | Prolonged Sitting, Standing, Bending, etc. | Performs Function Satisfactorily | Needs Training |
|--|------------------------------------|--------------------|-------------------|-----------------------------|--|----------------------------------|----------------|
| Financial Functions (continued) | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Prepare and present recommendations based on financial data. | 3 | | | | | | |
| Advise on adjustments due to changes in tax or other laws. | 3 | | | | | | |
| Forecast any expected economic changes and recommendations on investment or money management practices. | 3 | | | | | | |
| Maintain schedules for capital outlay and fixed asset depreciation. | 3 | | | | | | |
| Make recommendations for investment or placement of capital as appropriate. | 3 | | | | | | |
| Assist Administrator in financial negotiations with outside entities such as lenders, purchasers, suppliers, etc. | 3 | | | | | | |
| Establish and maintain accounts receivable reporting. Report delinquent accounts to the Administrator. | 3 | | | | | | |
| Establish payroll accounting methods, including special accounting functions required by any employee benefit or retirement plans, insurance accounting required by the federal Family and Medical Leave Act, etc. | 3 | | | | | | |
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| Personnel Functions | | | | | | | |
| Assist in the recruitment and selection of competent accounting personnel and financial consultants. | 3 | | | | | | |
| Review the performance and accuracy of accounting personnel and make any necessary adjustments, including counseling, discipline, or termination. Document all review activities. | 3 | | | | | | |
| Conduct exit interviews in accordance with personnel department procedures. Seek assistance from the HR Director as necessary. | 3 | | | | | | |
| Conduct performance evaluations as instructed. | 3 | | | | | | |
| Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines. | 3 | | | | | | |
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| Staff Development | | | | | | | |
| Assist department directors in planning and conducting in-service training to instruct facility personnel in financial matters such as the economical use of supplies, saving money by proper use and maintenance of equipment, recycling, and other methods to avoid waste. | 3 | | | | | | |
| Assist with in-service training in matters of payroll, benefits, insurance premiums during family leave, etc. | 3 | | | | | | |
| Attend and participate in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.) | 3 | | | | | | |
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| | Risk Exposure | Essential | Repetitive | Weight Lifting Requirements | Prolonged Sitting, Standing, Bending, etc. | Performs Function Satisfactorily | Needs Training |

| Duties and Responsibilities (continued) | | | | | | | |
|--|------------|------------|------------|------------|------------|------------|------------|
| Safety and Sanitation | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc. | 3 | | | | | | |
| Follow established ergonomics policies and procedures governing lifting techniques, repetitive tasks, and the use of safety equipment and supplies to prevent work-related injuries and illnesses. | 3 | | | | | | |
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| Budget and Planning Functions | | | | | | | |
| Serve as Chairperson of the Budget Committee of the facility. Provide written/oral reports of that committee to the Administrator as directed or as you consider necessary. | 3 | | | | | | |
| Prepare the annual operating budget for approval by the Administrator and allocate the resources to carry out programs and activities of the facility. | 3 | | | | | | |
| Assist all department heads in the review and planning of their department's annual or periodic budgets. | 3 | | | | | | |
| Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc. | 3 | | | | | | |
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| Resident Rights | | | | | | | |
| Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information. | 3 | | | | | | |
| Knock before entering a resident's room. | 3 | | | | | | |
| Develop, implement, and maintain accounting procedures for safeguarding residents' funds when a resident requests in writing that the facility do so. | 3 | | | | | | |
| Keep resident amounts in excess of \$50.00 in interest bearing accounts kept separate from facility accounts. | 3 | | | | | | |
| Provide residents with quarterly reports of any funds held in their behalf in a clear and understandable format. | 3 | | | | | | |
| Provide residents with any financial notices required by state or federal laws and regulations (e.g., Medicaid/SSI notice, demand billings, etc.). | 3 | | | | | | |
| Convey all of a resident's funds and a final accounting of the funds, upon the death of a resident, to the administrator of the resident's estate within 30 days of the resident's death. | 3 | | | | | | |
| Arrange for any surety bonds or other financial instruments that are required by laws, regulations or the procedures of the facility. | 3 | | | | | | |
| Assist, when requested by the Administrator, in advising residents on financial matters that will promote their highest well-being (e.g., information on pensions, trusts, Medicare/Medicaid eligibility, etc.). | 3 | | | | | | |

Working Conditions

Works in office areas as well as throughout the facility.

Moves intermittently during working hours.

Is subject to frequent interruptions.

Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.

Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.

Works beyond normal working hours and on weekends and holidays when necessary.

Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).

Attends and participates in continuing educational programs.

Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.

Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.

May be subject to the handling of and exposure to hazardous chemicals.

Communicates with the medical staff, nursing personnel, and other department directors.

Education

Must have a Bachelor's Degree in Accounting or in Business Administration with a major in Accounting from an accredited college or university and a C.P.A. designation.

Experience

Must have minimum of five (5) years accounting experience in health care financial administration.

Specific Requirements

Must be able to read, write, speak, and understand the English language.

Must possess the ability to make independent decisions when circumstances warrant such action.

Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.

Must have advanced training in hospital or nursing facility administration.

Must be knowledgeable of accounting principles, laws, regulations, and guidelines pertaining to nursing facility administration.

Must possess the ability to work harmoniously with and supervise other personnel.

Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, etc., that are necessary for providing sound accounting techniques.

Must be thoroughly familiar with the laws, regulations, and guidelines governing personnel administration.

Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents, staff, and visitors based on whatever maturity level at which they are currently functioning.

Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing accounting practices.

Must be knowledgeable of computers, data entry/retrieval, output, system applications, etc.

Must be knowledgeable of principles of governmental accounting, including budgeting, cost reporting, taxation, etc.

Must possess the ability to examine and verify financial documents and reports.

Must be knowledgeable in auditing principles and practices.

Must have the ability to train, supervise, and evaluate the performance of subordinates.

Must have working knowledge of all accounting principles, relevant banking procedures, cash management, federal taxation, economic trends, fiscal administration, and employee benefit programs.

Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.

Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must meet the general health requirements set forth by the policies of this facility, which includes a medical and physical examination.

Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.

Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Director of Finance** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____

Signature-Director of Finance: _____

Date: _____

Signature-Administrator: _____

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1** = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2** = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3** = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.