

YOLO HOSPICE JOB DESCRIPTION

JOB TITLE: Chief Financial Officer

REPORTS TO: Chief Executive Officer

PURPOSE/SUMMARY:

Responsible for managing the transaction accounting and asset accounting functions of the agency including general ledger management, accounts payable management, payroll oversight, and financial reporting (accounting/billing functions). Responsible for planning, coordinating, managing and directing the financial performance of Yolo Hospice including budget preparations, financial and statistical reporting, cost reporting, accounts payable, billing and accounts receivable management (financial management functions). Responsible for conducting the operations of the office in an ethically, legally, and fiscally responsible manner in accord with state and federal laws/regulations, and in accord with Board of Director's policies (all functions). Responsible for directly supervising assigned A/R, A/P and payroll staff. Responsible for managing and directing all information systems including the financial, patient care and general office systems.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

ACCOUNTING/BILLING

1. Manages all daily accounting operations and accounting information systems including general ledger functions, accounts payable functions, payroll functions, asset accounting and financial reporting.
2. Ensures financial record systems are maintained in accordance with generally accepted accounting principles and in compliance with state and federal laws and regulations.
3. Protects the assets of the organization through management of effective internal controls, internal auditing, and direct supervision of accounting operations.
4. Manages and controls cash disbursements through an effective accounts payable system.
5. Gathers, collates, and reports key statistics through the utilization of information systems.
6. Provides suggestions in strategic financial planning including identifying opportunities for improved fiscal viability.
7. Prepares and reports all applicable federal, state and local taxes.
8. Provides/oversees management of payroll practices and assurance of compliance with state and federal regulations, including wages, salaries and benefit regulations.
9. Prepares all requested documentation for annual internal and external audits done by Board-contracted auditors.
10. Maintains patient and agency confidentiality at all times.

FISCAL MANAGEMENT

1. Directs all daily financial business operations and implements financial policies, accounting system and cost controls.
2. Directs the implementation of improved work methods and procedures to ensure financial record systems are maintained in accordance with generally accepted accounting principles and in compliance with state and federal regulations.
3. Directs the management of all accounting information systems including payroll, accounts payable, accounts receivable, general ledger, financial reporting, and statistical reporting systems.

4. Ensures maximum third party reimbursement through oversight of efficient billing and collection operations, effective accounts receivable management and a thorough understanding of cost reimbursement principles. Directly supervises the work of the Accounts Receivable Manager.
5. Collaborates with the Chief Executive Officer, other managers, and the Finance Committee in the preparation of the annual budget, monitors allocation of funds within budgetary limitations, and prepares budget variation reports for the review and approval of the Chief Executive Officer, Board, and Board Committees.
6. Protects the assets of the organization through effective internal controls, internal auditing, insurance coverage, and direct supervision of financial operations and ensures proper utilization of agency resources through control of cash disbursements through an effective accounts payable system.
7. Prepares and files periodic financial statements for internal users, authorized third parties and regulatory agencies on an on-going basis.
8. Collaborates with the Chief Executive Officer to evaluate financial provisions of proposed service contracts/agreements to optimize financial viability of these.
9. Evaluates and reports key operating statistics through the development, maintenance and effective utilization of appropriate information systems.
10. Provides leadership in strategic financial planning and continually identifies opportunities for improved fiscal viability.
11. Prepares and reports all applicable federal, state and local taxes.
12. Collaborates with the Chief Executive Officer and assigned others to prepare the financial component of the Annual Report on organization activity.
13. Oversees payroll practices and collaborates with other members of the management team in establishing personnel policies that assure compliance with state and federal payroll regulations, including wages, salaries and benefit regulations.
14. Regularly attends Board Finance Committee meetings. Acts as a financial liaison to the Board of Directors and attends meetings as requested by the Chief Executive Officer or Board Treasurer.
15. Prepares the annual Medicare Cost Report, and serves as the agency liaison to the Medicare fiscal intermediary.

INFORMATION SYSTEMS

1. Directs all daily information system operations including collaboration with the Chief Executive Officer in providing oversight of the establishment and implementation of information system policies.
2. Directs the implementation of improved work methods and procedures to ensure that information systems maintain functional integrity and operate at acceptable performance levels.
3. Protects the confidentiality of information contained within the information systems through effective user controls, system auditing, and direct supervision of information systems operations.
4. Protects agency assets and ensures proper utilization of agency resources by securing software and hardware from unauthorized use and theft, and through the protection of copyright agreements.
5. Protects the information contained within all information systems through the implementation and supervision of back-up systems designed to provide duplicate data.
6. Collaborates with the Chief Executive Officer, other assigned managers, and with software consultants to ensure information system integration and seamless system functioning to allow flow of data between various Yolo Hospice software applications.
7. Works with the Chief Executive Officer and others in identifying information system needs, develops an information system enhancement plan to meet those needs, and oversees final software selection.

8. Evaluates proposed information system vendor contracts and licensing agreements to minimize the agency's risk and to optimize financial viability of the agreements.
9. Provides leadership in strategic planning including identifying opportunities for improved information systems capabilities.
10. Maintains comprehensive working knowledge in the field of information systems and serves as a resource for agency information system users as well as serving as a primary liaison with contracted technical support teams.
11. Manages other office technical systems including telecommunication systems and general office equipment.
12. Oversees compliance with all Health Insurance Portability and Accountability Act (HIPAA) privacy/security rule standards related to code-set standards, electronic billing transactions, and related electronic transmission of patient-related data.

SUPERVISION OF ASSIGNED PERSONNEL

1. Works with Human Resources Director to ensure that all supervisory duties for assigned personnel are met on regular basis, including educational needs and annual performance evaluation.

PROFESSIONAL & TECHNICAL KNOWLEDGE DEVELOPMENT

1. Identifies personal education needs, seeks formal programs, participates in professional education activities and/or seeks other avenues (i.e. reading articles/books etc.) to meet these needs.
2. Demonstrates and continually develops a working style which fosters teamwork and which effectively uses conflict resolution, problem solving and delegation skills.
3. Participates in the evaluation(s) of own performance by identifying strengths and weaknesses and by developing a plan to build on strengths and to improve areas of weakness.
4. Consistently meet all standards of conduct delineated in the Yolo Hospice Integrity Program: Standards of Conduct: A Guide to Compliance and Ethics.

Note: The above statements are intended to be a representative summary of the major duties and responsibilities performed by the incumbent of this job. The incumbent may, from time to time, be requested to perform job-related tasks other than those stated.

JOB QUALIFICATIONS

1. Ability to communicate well in English (spoken and written) required.
2. Bachelor's or Masters Degree in Accounting, Finance, Business Administration or related field preferred, but may be substituted by equivalent education and/or experience in business and/or health care management.
3. Preparation, training and experience in computer data management, bookkeeping/ accounting via networked computer software, budget preparation, and preparation of financial statements/other complex financial reports are required.
4. Skills in implementation, use, and evaluation of computer software programs within a server network computer system.
5. Two or more years experience in health care financial management, preferably in hospice care operations required. However, equivalent experience may be substituted.
6. Ability to effectively supervise and direct administrative personnel required.
7. Knowledge of corporate business laws and management required. Knowledge of governmental regulations involved in health care management preferred.
8. Ability to make independent decisions relating to job tasks is required.

- 9. Ability to handle frequent interruptions, and ability to prioritize and complete many different duties and projects, some under tight deadlines, is required.
- 10. Ability to successfully meet agency background screening requirements.

PHYSICAL & OTHER JOB SPECIFICATIONS

- 1. Able to hear, speak, read, write, and type well enough to perform required job duties.
- 2. Able to lift and carry up to 15 pounds.
- 3. If driving on Yolo Hospice business, must have a valid California driver’s license and state-required automobile insurance.
- 4. Must be willing and able to flex hours to meet occasional appropriate business needs during evenings or weekends.
- 5. This position is classified as exempt from overtime.

I have read and accept the duties of this job description.

Employee Signature

Date

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