

DIRECTOR OF FINANCE - RTI

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Ruth Taylor Institute, the incumbent of this position directs and coordinates all financial, budgetary and reimbursement activities for the Ruth Taylor Institute. Responsibilities include the preparation and analysis of all financial reports; the development of long and short term fiscal and budgetary strategies; the preparation and monitoring of the annual budget; the preparation and submission of all required reports; and the maintenance of on-going accounting and reimbursement procedures. The incumbent also serves as a member of the executive management of the Institute, participating in the development of overall policies, practices and procedures. Supervision is exercised over a number of accounting, budget, payroll and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, implements and monitors budgets for all Taylor Care departments, including Administration, Nursing, Social Services, Recreation, Medicine, and Materials Management;

Prepares monthly financial reports, including financial statements and budget reports;

Oversees reimbursement activities including maintenance of case mix index (CMI);

Prepares Federal reimbursement reports including ICR and RHCF4;

Evaluates existing management information reporting procedures, and makes amendments as needed to maximize on reimbursement potential;

Evaluates existing procedures for the recording and reporting of financial data, conducts regular internal audits, and implements changes as appropriate;

Supervises the general accounting and patient accounting staff, and ensures the accurate and timely reporting of financial reports along with all related activities in the patient accounting department;

Provides advice and consultation to management staff on strategic planning, financial projects, and in decision making relative to current and future operations;

Develops and implements financial policies and procedures recommending changes as appropriate;

Recruits, trains and evaluates support personnel;

Supervises and coordinates operating and financial functions including accounts payable, payroll, timekeeping and purchasing in conjunctions with the Medical Center Finance Division;

Reviews and approves entries posted to ledgers and journals for accuracy and compliance with established accounting procedures and policies;

Maintains adequate records of all grants, contracts and leases, exclusive of labor agreements;

EXAMPLES OF WORK: (Illustrative Only) (Cont.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of nursing home financial management including reimbursement methodologies, accounting, cost accounting and budgeting procedures; comprehensive knowledge of modern accounting and auditing theory and practice; comprehensive knowledge of EDP principles in financial management and control; good knowledge of office procedures and supervisory practices; ability to plan and direct the work of a substantial number of employees; ability to organize and initiate accounting systems for new programs; ability to meet and deal effectively with public and community officials; ability to write and speak effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; integrity; initiative; resourcefulness; sound professional judgment; reliability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration or Financial Management and seven years of experience where the primary function of the position was accounting, reimbursement or financial management in long term care, including experience reviewing or complying with long term care financial regulations, four years of which must have been at an administrative or supervisory level.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, or Financial Management may be substituted for one year of the required general experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: Competitive
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Job Class Code: E0576
J.G.: XVI