



Genevive



Job Description: Director of Finance

Job Title: Director of Finance

Department: Business Operations

Position Summary: The Director of Finance is responsible for all financial aspects of the medical practice. This position leads the finance department including revenue cycle and credentialing, payroll, credentialing, and accounting. This position partners with the CEO for the overall financial plan for the organization. This position serves on the Executive Leadership Team and leads the Finance and Payor Contracting subcommittee of the Board.

Supervision Received: CEO

Supervision Exercised: Senior Accountant and Revenue and Data Manager

Hours per Pay Period: 80hrs

Classification:

Full-Time

Exempt

Part-Time

Non-Exempt

Education/Qualifications:

1. Bachelor's or master's degree in Finance and five or more years of healthcare experience, preferred healthcare leadership experience
2. Excellent organizational and communication skills
3. Knowledge and familiarity of all federal, state, and all other regulatory guidelines/standards
4. This is a financially sensitive position and is contingent upon clear results of a thorough background screen including: Social Security Verification, Education Verification, and Credit Check

Essential Functions:

1. Supports the development and implementation of Genevive's strategic financial plan
2. Creates an annual budget and any necessary financial forecasts for all service lines, including new growth opportunity proformas as needed
3. Provides budgetary oversight within prescribed financial parameters
4. Researches, recommends, and implements any financial infrastructure needs, including, but not limited to accounting software, payroll software, and compensation tools
5. Monitors actual financial data against forecasts and reports on Genevive's financial performance to management and the Board
6. Responsible for all hiring and performance management of the finance/accounting team
7. Develops a thorough understanding of systems, processes and payer specific reimbursement mechanisms and billing requirements, contributing to the proactive identification of opportunities for revenue cycle improvement and enhancement
8. Develop payor contracting strategy with CEO to achieve annual goals for overall percent increases and improvements in contract language provisions



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9. Works with the Revenue and Data Manager to develop and maintain an efficient and accurate revenue cycle strategy that supports the organizational strategic plan, goals, and objectives
10. Routinely reports on the performance of the key financial measures, including accounts receivable, cash flow, productivity, expense budgets, and revenue targets
11. Provides management and Board with interpretation and education of standard operational, revenue, and budget data on a monthly basis
12. Prepares and analyzes monthly financial information for the Board of Directors
13. Provides direction and coordination for the development and implementation of performance and quality improvement measures
14. Serves on Executive Leadership Team
15. Leads the Board subcommittee Finance and Payor Contracting Committee
16. Participates as a member of the Genevive Retirement Account Investment Committee and assists with the coordination of retirement required reporting
17. Performs other duties as assigned or directed to meet diverse business needs and service standards

Physical/Mental Demands and Work Environment:

1. Work is performed in a normal office environment with occasional work from home
2. Flexible schedule with possible evening and/or weekends when necessary
3. Requires the use of office equipment, such as copiers, computers, tablets, telephones, fax machines, cell phones and pagers; may view computer screens for long periods of time
4. Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts
5. Work requires hand dexterity for office machine operations, stooping and bending to files and supplies, mobility to complete errands, or sitting for extended periods of time
6. Contact with Genevive providers and staff is frequent and occasionally interruptive
7. Performs highly complex and varied tasks requiring independent knowledge and its application and occasional stress in dealing with tense, angry and/or upset clients or staff, and/or multiple demands during deadline periods

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.