

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number:

F.T.E: 1.0

Division: All

Position Series/Service Area: Fiscal

JD Effective Date: 01/01/18

Worker Name:

Credentials:

FSLA Overtime Exempt: [X] Yes; [] No

Working Title: Finance Manager

Effective: 01/01/20

Administrative Supervisor: _____

Date: _____

Worker Signature: _____

Date: _____

GENERAL RESPONSIBILITIES

The Fiscal Manager has the responsibility of assisting the CFO with administering the finances of the organization and monitoring the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions. The position is responsible for assuring compliance with fiscal policies and fiscal matters which may include establishing and overseeing billing, managed care relationships, contract management, producing financial reports, coding review, accounts payable, development and maintenance of management information system, and support to the Finance /Billing Department Staff, Chief Financial Officer and Chief Executive Officer in fulfilling his/her responsibilities.

ESSENTIAL FUNCTIONS OF THE JOB

- 1 General Fiscal Operations
 - A Monitor and Support fiscal department operations and staff, including payroll, accounts payable, accounts receivable, and billing.
 - B Assist with tax preparation, auditing, banking, investments, and other financial needs as necessary.
 - C Seek out methods for minimizing financial risk to the company and improving efficiency.
 - D Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making.
 - E Assist in the preparation of financial reports to board members, stakeholders, executives, and clients.
 - F Assist with the preparation and publication of departmental and organization financial documents.
 - G Understand and adhere to financial regulations and legislation.

- H Develop or recommend solutions for problems or situations.
 - I Stay up to date with technological advances and accounting software to be used for financial purposes.
 - J Assist CFO in recruiting, interviewing selection and training of department staff and provide input for finance department staff performance assessment.
 - K Confers with CFO and other program coordinators on matters concerning internal control, budgets, and property control.
 - L Coordinate with Human Resources to assure proper leave accruals and balances.
- 2 Contract Management and Reporting
- A As requested, prepare necessary financial reports on a monthly, annual or requested basis as may be needed to fulfill responsibilities to funding and third party payers; which include but are not limited to Mental Health Board Financial and Service Accounting Reports/Grant related reports, Insurance and Medicaid inquiries.
- 3 Billing and Collection
- A Monitor and promote the efficiency and operation of billing practices, and provide backup/support as necessary to billing staff, which shall Include, but not be limited to:
 - 1 Knowledge of all aspects of billing (Medicaid, private insurances, managed care organizations), streamlining, maximizing revenue collection.
 - 2 Assuring prompt processing of claims, analyzing errors and rejects, reprocessing of claims, verification of benefits
 - 3 Data form data collection and data entry activities.
 - 4 Preparation of statements, computation of fees, invoicing of clients, funding boards, third party payers, grantors, etc.
 - 5 Follow-up on unpaid invoices.
 - 6 Coordinating with collection agencies, assignment of unpaid accounts to collection agency, monitoring of collection agency activities.
 - 7 Thorough understanding of proper behavioral health MIS coding
- 3 Payroll
- A Responsible for learning payroll processes and procedures so as to serve as backup to primary payroll clerk.
- 4 Budgeting/Cost Findings
- A Assist the CFO, CEO and Department Directors/Supervisors in projecting and preparing annual and special operating budgets, financial statements and service unit costs setting. This includes but is not limited to analysis of past expenditures, researching and projecting future costs, anticipating and projecting related operating and personnel resource needs, projecting service unit delivery levels and service productivity projections.

- B Assist in preparing operating budgets, submit formal budget overviews, receipt, expenditure and service unit projections, and related materials as required by local, state and federal grantors. Also, see to the periodic reconciliation of such projections as may be required by funders or to reflect changes in activity versus projections.
- C Monitor accuracy and production of monthly productivity performance reports.
- 5 Purchasing
- A Understand and oversee the Microix purchasing system and proper utilization by all staff.
- B Perform expense coding or review coding.
- C Any purchasing activities as instructed by CFO/CEO.
- 6 Management Information Systems (MIS)
- A Oversee the maintenance and operation of computer assisted Management Information Systems which shall include, but not be limited to:
- 1 Overseeing data collection and data entry.
 - 2 Prepare and distribute periodic and special service activity and productivity reports on a weekly basis.
 - 3 The design and production of special and periodic reports which assist in the financial, clinical, evaluative, and administrative management of services and organizational activities.
 - 4 Monitor system accuracy and reconciliation of errors.
- 7 Audit
- A Assist in the preparation of necessary and requested materials for review by the Alta's contracted Independent Auditor, as well as any Government or Third Party Payer auditors.
- B Assist the CFO and CEO, as requested, in review of the annual independent Audit Report and response to any findings or recommendations.
- 8 Record Keeping
- A Maintain filing system for:
- 1 Fiscal correspondences and related documents.
 - 2 Contracts and grants.
- 9 Clerical Support
- A Act as backup to Clerical staff in providing clerical support services for high priority needs of staff/Alta.
- B As requested, assist in the daily logging of receipts received by the Alta .
- C As requested, participate in external organizational meetings to represent the Finance Department so as to facilitate intra-organizational collaboration, or to deal with fiscal and administrative issues.

10	Information Technology System Development	A	Work with I.T. staff and managed service providers in development of technologies to address Alta technology needs for the advancement and efficiency of organizational operations.
11	Accounting/ Clerical Support	A	Assess and inform the CFO or CEO as to department facility and program equipment needs for repair, disposal or replacement.
		B	Assist the CFO in developing annual departmental service goals and objectives.
		C	Assist other service department directors/supervisors, as well as confer with other health organizations as it may facilitate cooperative working relations to the benefit of services to the Alta's clients.
		D	Responsible for the monthly close process.
		E	Responsible for making adjusting journal entries as required.
12	M.I.S. Recording	A	Submit accurate and timely accounting of daily activity according to established processes and/or procedures.
13	Miscellaneous	A	Attend departmental planning meetings and assist and confer with the Head Start Director, other Department Directors/Supervisors, Clients Rights Officer, Safety Officer and Office Manager so as to facilitate cooperative, efficient and effective relations which benefit Alta services and organizational interests.
		B	Compose correspondence independently, as instructed by the CFO or CEO.
		C	Performs all other duties as assigned.

WORK RELATIONS/CHARACTERISTICS

- 1 Reliable in attendance and work ethic
- 2 Maintain considerate interaction with colleagues and subordinates which respect the rights of others and fosters their confidence and cooperation.
- 3 Efficient in use of time.
- 4 Prompt completeness of assigned tasks.
- 5 Thoroughness in task completion.
- 6 Initiative in carrying out of job responsibilities.
- 7 Analytic and organized approach to problem solving.
- 8 Loyalty to organization's interests.
- 9 Sense of ethics.
- 10 Maintain flexibility in adjusting to organization and external policy changes.
- 11 Maintain positive work attitude.

SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT

- 1 Ability to provide own transportation to work and community sites.
 - A If driving own vehicle during Alta business, current auto liability insurance to minimum limits required by the State of Ohio.
 - B Valid Ohio Drivers License.
 - 2 Citizen of the United States.
 - 3 Absence of past criminal activity which would bring into question professional and personal integrity as it applies to position responsibilities.
 - 4 Ability to operate computer keyboard, electronic calculator, copy machine, telephone, binder hold punch, fax machine, and paper shredder, with reasonable accommodation if necessary.
 - 5 Ability to access 4 drawer high stacked files, with reasonable accommodation if necessary.
 - 6 Ability to work evenings and on weekends in addition to day schedule in order to meet workload demands or attend meetings, with reasonable accommodation if necessary.
 - 7 Ability to handle stress created by work demands, or personnel conflicts without diminished effectiveness in cognitive functioning.
 - 8 Support and practice Alta Values and adhere to the Mission Statement
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MINIMUM QUALIFICATIONS

- 1 Credentials:

Minimum:

- A Associates Degree in Business and Accounting plus 5 years experience; or
- B Cash and accrual bookkeeping and accounting, budget and cost setting, work with computer assisted M.I.S. systems, work in private and governmental payer billing and collection.
- C Superior mathematical skills.
- D Solid communication skills, both written and verbal
- E Superior attention to detail
- F Critical thinking skills; problem-solving skills; computer skills; multi-tasking abilities
- G Integrity, honesty

Preferred:

- A Advanced degree in accounting, business, economics, finance, or a related field; several years of experience in a finance role.
- B Highly experienced with Excel spread sheet capabilities.
- C Experience with 990 Tax Accounting.
- D Experience in non-profit medical or social service environment.
- E Leadership skills and employee management experience.