

CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION

Position Title	Chief Financial Officer	Grade	
Department	Administration	Exempt	X

Immediate Supervisor	Chief Executive Officer		
Supervisor next In line	Governing Board	Workweek	40

POSITION SUMMARY

- Oversees the financial operations of the Medical Center.
- Develops, interprets, coordinates and administers Medical Center policies on finance, accounting, insurance, systems, controls and auditing.
- Coordinates, prepares and presents Medical Center budget.
- Plans, organizes and prepares data for year-end cost reports and annual audits
- Maintains records for revenues, expenses, deductions, capital purchases, statistics and variances.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Bachelor's Degree in Accounting, Business Administration or closely related field and/or sufficient previous experience in Accounting, Business Administration, Financial Management and Information Systems with an emphasis in Health Care environment.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

1	Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
2	Responsible for overall operation of Fiscal Services, Admitting, Data Processing, Purchasing, Environmental Services and Laundry Departments.
3	Maintains documentation and meets requirements for Quality Assurance/Improvement.
4	Completes employee evaluations on time, offers guidance for professional growth when/where appropriate.
5	Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff.
6	Participates in meetings and events as required or requested.
7	Completes required productivity reports in a timely manner.
8	Administers the general accounting, patient accounting, including third-party reimbursement, financial and statistical reporting functions of the Medical Center in accordance with established policies and accounting procedures. Reports on the status of these and other fiscal issues to the Board of Directors on a monthly basis.

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9	Assists the Medical Center CEO in the development of long and short range Medical Center operations plans which may include service demand analyses, resources availability analyses, and cost benefit analyses of proposed capital and/or staff expansions.
10	Develops operational and capital budgets that are supported by the Medical Centers long and short range plans and objectives. Presents recommendations with respect to costs, charges and rates that will permit income to support the Medical Centers planned activities. Prepares cash flow analyses and budget variance analyses. Recommend budget modifications that are required. Assists managers in the development of departmental budgets.
11	Monitors fiscal performance in realizing established plans and objectives of the Medical Center. Identifies and reports undesirable financial trends and makes recommendations for remedial action.
12	Directs the preparation of internal financial reports including work papers required for the annual financial audit. Assures the timely and accurate preparation of financial reports and that the reports reliably present the financial position of the Medical Center.
13	Prepares financial data and associated reports required by the government or other regulating agencies including payroll tax reports, public disclosure reports and surveys. Assists and supports the preparation of third-party payer cost reports.
14	Oversees and maintains internal accounting controls and other Business Office and Data Processing systems and procedures assuring uniform and correct internal reporting.
15	Responsible for all areas of Patient and Resident Accounts Receivable management. Ensures maximum efficiency in the Business Office.
16	Presents financial reports to the Governing Board on a monthly basis. Leads discussion of financial matters with the Finance Committee on a quarterly or as needed basis. Distributes departmental financial statements on a monthly basis, discussing variations from budget and productivity standards and issues with department managers. Reviews financial statements with the CEO of the Medical Center.
17	Coordinates the overall operations of the Medical Center Information Systems. Assuring that updates are installed timely, equipment is maintained appropriately and users have access to help desk and other support options.
18	Coordinates with Quorum to perform financial analyses and receive technical training related to functional responsibilities.
19	Maintains professional growth and development through seminars, workshops and professional affiliations to keep abreast of the latest trends in the field of Healthcare Finance.
20	Participates in Medical Center committee meetings as required. Attends and/or serves on professional/community civic service organizations as a Medical Center representative.
21	Responsible for keeping staff evaluations current. Completed evaluations sent to Human Resources before the employee's anniversary date.
22	Other duties as assigned

Knowledge, Skills, Abilities:

Knowledge of generally accepted accounting principals and verbal, interpersonal and quantitative skills.

Knowledge of financial management and analysis principals and techniques managerial skills.

General understanding of regulations governing Healthcare financing.

Ability to utilize computers, printers, fax machines and other general office equipment.

Knowledge of and/or experience with electronic mail, Lotus 123 applications, Microsoft Office Pro and various Hospital Information System functionality.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
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	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date