HOME HOSPICE

Finance and Administration Manager

The Finance and Administration Manager oversees the financial operations of the agency, compiles financial reports, participates as requested in the review and development of policies and procedures, serves as staff liaison to the Board of Directors Finance Committee, supervises business administrative and accounting staff, and works with the Executive Director to oversee the general upkeep and maintenance of physical property.

Reports to: Executive Director, Director of Community Development

Principal requirements

1. Graduate of an accredited baccalaureate program with a degree in accounting, business, finance, management, or related field
2. Three years or more of management/leadership experience required
3. Working knowledge of the health care industry, specifically hospice and management experiences preferred
4. Ability and willingness to adhere to all applicable Home Hospice policies and regulatory requirements
5. Ability to adhere to the Mission and Vision Statement of Home Hospice of Grayson County
6. Physically able to perform duties
7. Current driver’s license, reliable transportation, and current/valid automobile liability insurance
8. Current PPD or chest x-ray negative for tuberculosis, or proof of tuberculosis treatment with documentation of current noninfectious status
9. Willingness to undergo and ability to pass drug screen by urine or blood sample per agency policy

Competency requirements

1. Comprehensive knowledge of current accounting systems and all aspects of accounting with specific understanding of the different funding sources
2. Time management skills adequate to meet responsibilities in payroll, financial reporting, administration, supervision of staff, leadership of in-service programs, and participation in agency management leadership responsibilities
3. Able to effectively problem solve
4. Demonstrates qualities of ethics, integrity, dependability and reliability
5. Ability to effectively communicate in English, both verbally and in writing, both in person and by telephone
6. Working knowledge of federal and state rules and regulations for hospice agencies, including Medicare/Medicaid rules and regulations with regard to covered costs, cost reporting, etc. preferred.
7. Desire and ability to expand accounting, hospice and management skills through continuing education and participation in professional and regulatory seminars
8. More than a basic knowledge of technology equipment including computer, fax, copier, pagers, etc.
9. Ability to make decisions quickly and supervise follow-up compliance processes and procedures
10. Proficient with QuickBooks and/or QuickBooks for Non-Profits

Duties and Responsibilities

A. Financial

1. Compile financial data and prepare management financial statements on a monthly basis in accordance with GAAP
2. Assist the Executive Director with the preparation and utilization of operational and capital expenditure budgets
3. Assist the Governing Board Finance Committee in the review and development of investment policies, capital expenditure policies and fiscal policies
4. Assist in preparation of cost reports and statistics required by State and Federal Regulatory Agencies
5. Monitor cash flow and investments according to agency policies
6. Review and monitor accounts receivable, accounts payable, and payroll, confirming that all data is accurate, complete and timely
7. Review aging reports and confirm that all collections and expenses are properly accounted for and recorded in a timely manner
8. Monitor expenses in relation to cost caps and budgets on a regular basis
9. Prepare documents for quarterly payroll reports and for annual tax return, retirement plan reports and audits
10. Confirm good accounting practices are being followed in the accounting department
11. Supervise business administrative and accounting staff as assigned

B. Managerial
1. Assist in the development of appropriate strategic and operational plans for agency operations
2. Assist in the development of policies and procedures as necessary for the effective management and operation of the agency; review of policies and procedures on a regular basis as defined by management
3. Assist in developing and/or reviewing agency processes that will enhance productivity and efficiency of agency
4. Assist in the review of agency bylaws and other compliance statements
5. Plan and assist in overall management decisions; attend management meetings
6. Where applicable, or when requested, confirm staff is:
   - Oriented and educated thoroughly in job responsibilities
   - Maintaining a high quality of accounting practices that support mission
   - Abiding by policies and procedures of the agency
   - Maintaining quality control in regard to accounting and office systems
   - Maintaining direct and open communications
   - Providing expertise and support to agency personnel
7. Participate in the hiring and orientation of new staff members as requested; assist in the discipline or termination processes as requested

C. General
1. Assist in the monitoring and upkeep of the agency’s physical properties; prepare and/or perform inventories as needed; monitor physical property contracts and maintenance services
2. Participate in quality improvement activities and community education projects as requested
3. Attend staff meetings, interdisciplinary meetings and in-services as required
4. Attend Board Finance Committee meetings and Governing Board meetings
5. Other duties as assigned by the executive director, management team and/or clinical management team

D. Physical requirements
1. Ability to walk, climb stairways of varying degrees, bend, reach, kneel and twist
2. Ability to lift, carry, push and pull greater than 20 pounds, repeatedly
3. Visual acuity sufficient for day-to-day activity
4. Ability to function in a normal office environment
5. Wear identification while on duty; adhere to dress code and appear neat and clean
6. Manual dexterity sufficient for data input into electronic patient information system
7. Ability to make decisions quickly and supervise follow-up processes and procedures

I have read and understand the above job description and fully understand the requirements set forth therein, agree to abide by the requirements set forth, and will perform all duties and responsibilities to the best of my ability.

____________________________________________ ___________________________
Employee      Date