

Hospice of Southern Maine

Position Description

Title:	Finance Director	Reports to:	Chief Executive Officer
Primary Location:	Main Office	FSLA Class:	Exempt
Supervises:	Staff Accountant	Effective Date:	07/2021

Position Summary:

The Finance Director is responsible to manage and oversee the financial activities of the organization. Administratively responsible for safeguarding HSM's assets and for ensuring that the HSM's financial management provides the resources necessary to meet established goals and objectives. The Finance Director plans and directs all fiscal activities including the development, interpretation, and administration of HSM's policies on finance, accounting, billing, insurance, internal controls, and auditing system. Responsible for coordinating with the CEO to establish financial goals, objectives, and budget.

Qualifications:

1. **Education:** Bachelor's degree in finance, accounting, business or related field required.
2. **Experience:** Minimum of 10 years of finance/accounting experience preferred. Senior level management experience in healthcare preferred. Working knowledge of hospice policies, regulations, and billing/reimbursement systems preferred. Must possess strong business acumen, ability to think and make decisions strategically, build relationships with ease, and model excellent leadership. Experience in budget preparation, accounting principles and procedures; project management; and personnel management required. Excellent interpersonal skills with proven ability to build relationships both internally and externally. Must demonstrate outstanding skills in verbal and written communication. Ability to make effective presentations to the Finance Committee and Board of Directors. Ability to comprehend and apply advanced financial and budgetary concepts. Proficiency with Microsoft Office required.
3. **License/Certification:** CPA certification preferred. Licensed driver, with an automobile that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Provide direct supervision to the Staff Accountant and leadership and guidance to the Finance Team.
2. Work with Development, Outreach, Access, and Clinical departments to develop strategic opportunities to drive growth potential.
3. Develop modeling for future growth opportunities.
4. Participate in key decisions pertaining to strategic initiatives.
5. Oversee the preparation of timely and accurate financial statements.
6. Direct, coordinate and present the annual operating and capital budget.
7. Complete analysis of financial results and provide analysis of same for dissemination to Leadership, Finance Committee and Board of Directors for internal and external use. Develops recommendations (strategic and tactical) for improvements.
8. Develop tools and systems to provide critical financial information to the CEO and make actionable recommendations on strategy.
9. Assess organizational performance against the annual budget, industry benchmarks and trends and HSM's long-term strategy and make and carryout actionable recommendations on variances.
10. Analyze operational issues and determine their financial impact.
11. In collaboration with the Staff Accountant, coordinate the annual independent financial audit and assist in preparation of year-end schedules, submission of the annual tax return, filing of Medicare cost and cap reports, and other required regulatory submissions.
12. Plan, coordinate, and implement oversight and activity of the organization's investment portfolio in conjunction with external investment manager and finance/investment committee.
13. Establish, maintain, and assess community banking relationships.

14. Ensure compliance with tax filing requirements and any other statements and reports required by federal, state or accreditation regulations.
15. Serve as the liaison with the Finance Committee of the Board.
16. Assume responsibility for fiscal matters in the absence of the CEO.
17. Direct, oversee and monitor insurance payor agreements and contracts. Research the marketplace, understand payor relationships and look for opportunities for new payor arrangements that may emerge in the marketplace.
18. Director, oversee, and monitor various vendor contracts and agreements. Research the marketplace, understand the competition, work with other team members, and find the best and most cost-effective solutions.
19. Participate in discussion and activities related to insurance coverage for protection against property losses and potential liabilities.
20. Participate in the completion of the agency's annual report.
21. Perform other duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Adhere to all HSM, state and federal policies and procedures, laws and regulations that are relevant to job responsibilities.
2. Reports incidents according to agency policy.
3. Follows disciplinary procedures when employees deviate from policies and procedures.
4. Maintains confidentiality of business and health information in accordance with HIPAA and state regulations, and HSM policies.
5. Participates in quality improvement, strategic planning, staff recruitment and retention, marketing, development and corporate compliance activities, as applicable.
6. Participates in professional and self-development by attending continuing education programs/in-services.
7. Illustrates being a team player by being available to perform other special tasks as assigned to assist with the mission of HSM.
8. Supports good relations with all internal and external customers by interacting in a kind, respectful, and professional manner; carries out duties and responsibilities of position in a manner that exemplifies excellent customer service.
9. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.

Required Skills, Abilities & Knowledge:

1. Demonstrated ability in fiscal and business management, preferably in a health care setting
2. Experience in budget preparation, accounting principles and procedures, and systems development and administration.
3. Demonstrated leadership skills to facilitate appropriate direction and supervision to staff.
4. Effective time management and organizational skills to manage multiple tasks.
5. Knowledge of hospice services and regulations, and health care reimbursement systems.
6. Excellent interpersonal oral and written communication skills; ability to communicate with a variety of people; active listening skills.
7. Experience in personnel management.
8. Demonstrated understanding of, and ability to use, various computer software applications.
9. Ability to maintain absolute confidentiality.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion			X

**** The CEO may assign or reassign duties and responsibilities to this position at any time ****

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ Date _____