



Tasks assigned to this position involve potential exposure to blood or body fluids. Risk Category is 3.

**SCANDINAVIAN Assisted Living and
Rehabilitation & Skilled Nursing
JOB DESCRIPTION**

HIPAA
This position must protect all healthcare information.

Director of Finance

REQUIREMENTS: Minimum of a bachelor's degree in Finance/Accounting or Business Administration with a Major in Accounting/Finance from an accredited college or university required. Certified Public Accountant preferred At least three to five years of overall professional experience in progressively responsible roles in financial, operations management, and health care financial administration. Skilled Nursing Facility/Assisted Living experience a plus with knowledge of financial reporting. Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered. Able to work independently, take initiative, set priorities/respond to changing priorities, and work well under multiple deadline situations. Strong time management skills. Effective written and oral communication skills with ability to present and communicate to varied audiences. Demonstrated ability in strong interpersonal and collaboration skills.

RESPONSIBLE TO: Executive Director and Administrators

SUMMARY OF JOB: Under the direction of the Executive Director and under the oversight of the Finance Committee of the Board of Directors, the Director of Finance is responsible for handling all financial affairs of the organization including, budgeting, accounting, forecasting, billing of Medicare/Medicaid/other payers, accounts payable/accounts receivable, auditing, presentations to Board of Directors and Finance Committees, and subject matter expert on financial practices for post-acute care. It assures company actions achieve quality, financial and strategic goals to support the mission. This position oversees insurance coverage, 403B, banking, aspects of payroll, and information technology systems. It is a full time, salaried position.

**RESPONSIBILITIES;
Include, but are not limited to:**

Administrative Functions

- Plan, develop, organize, implement, evaluate, and direct the financial affairs of the organization.
- Ensure the accounting department uses generally accepted accounting principles.



- Establish and maintain financial objectives and policies and the corresponding written policies and procedures.
- Review the facility's financial objectives, policies, and procedures periodically, at least annually, and make recommendations to the Executive Director and Administrators.
- Develop and produce monthly and year-end financial statements and annual budgets in a timely manner.
- Attend meetings of the governing board of directors as required by the Executive Director/Administrators.
- Review entries in all ledgers periodically, to ensure accuracy and compliance with generally accepted accounting principles and any relevant regulations.
- Oversight of the computer system – hardware and software programs including the key person/Administrator of the system for email, EHR, HIPAA. Serves at the Director of systems security – HIPAA security.
- Oversight of the reception/administrative assistant area of the front office to assure coverage 7 days a week, 365 days a year.

Committee Functions

- Serve on various committees of the facility as required, and provide written reports of financial agenda items.

Financial Functions

- Prepare annual operating budget.
- Prepare financial records and cost reports for submission to authorized government agencies as required by current regulations.
- Prepare all requested financial budgets and forecasts/projections.
- Prepare and present recommendations based on financial data.
- Advise on adjustments due to changes in tax or other laws.
- Forecast any expected economic changes and recommendations on investment or money management practices.
- Maintain schedules for capital outlay and fixed asset depreciation. Assists with the development of proposed capital expenditures, working closely with maintenance department.
- Make recommendations for investment or placement of capital as appropriate.

Specific Requirements

- Must be knowledgeable of accounting principles, laws, regulations, and guidelines pertaining to long-term care administration.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing accounting practices.
- Must be knowledgeable of principles of governmental accounting, including budgeting, cost reporting, taxation, etc.
- Must possess the ability to examine and verify financial documents and reports.
- Must be knowledgeable in auditing principles and practices.
- Must have the ability to train, supervise, and evaluate the performance of direct reports including annual performance evaluations.



- Must have working knowledge of all accounting principles, relevant banking procedures, cash management, federal taxation, economic trends, fiscal administration, and employee benefit programs.
- Proficiency with financial software systems including the ability to successful transition from a non-compatible accounting software package while preserving the accuracy and integrity of the data converted.
- Audit preparation and schedule creation, maintain relationship with auditors, ensure adjustments are properly reported in the general ledger of the entity and address and Business Advisor Letter (B.A.L.) comments that may be identified.
- Improve internal controls to address new policies, procedures or GAAP pronouncements issued.

Other Duties:

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

Director of Finance Signature: _____ **Date:** _____