

HFMA Career Center Sample Job Description

Position Title: Director, Division of Surgery Administration
Department: Surgery
Division: Surgery
Reports To: Executive Director Clinical Operations, Surgery

SUMMARY

The Director develops and implements the financial strategy for the Division of Surgery in collaboration with the Executive Director, Division Head, and Departmental Leadership. This individual will function independently with regard to financial direction and will be given latitude with respect to strategy implementation. Will plan and direct multi department financial support within the Division of Surgery, including the preparation and justification for the annual operating budget, forecasting for internal and institutional purposes, and the development of systematic and ad hoc reporting. Will design and develop complex, accurate and relevant data analysis, including the formulation of business plans, feasibility studies, and pricing strategy. Will provide input from a financial perspective on divisional programmatic direction including Regional Care Centers, global initiatives, and campus-based activities. Responsible for the development, implementation, and maintenance of fiscal policy and internal controls within the division. Fosters strong and effective working relationships between the Division Office and the Departments within the Division.

CORE VALUES

Caring Behaviors

- **Courtesy:** Is respectful and courteous to each other at all times
- **Friendliness/Teamwork:** Promotes and rewards teamwork and inclusiveness; Is sensitive to the concerns of our patients and our co-workers

Integrity Behaviors

- **Reliability:** Communicates frequently, honestly and openly
- **Accountability:** Holds self and others accountable for practicing our values
- **Safety:** Notices a safety concern and brings it to someone's attention; Models safe behaviors (wears badge, washes hands, keeps work area clean and orderly); Mitigates risk to the institution through sound business practices

Discovery Behaviors

- **Responsiveness:** By his/her actions, creates an environment of trust; Encourages learning, creativity and new ideas
- **Personal Leadership/Self-Initiative:** Helps others to identify and solve problems; Seeks personal growth and enables others to do so.

KEY FUNCTIONS

1. **Operational Oversight:** Directs and supports division wide operational and financial programmatic requirements.
 - Serves as the divisional representative for operational and financial programmatic requirements implemented by the institution.

- Leads project teams and committees related to critical business issues and opportunities at the divisional and institutional level.
- Provides oversight for the development and continued refinement of patient charge capture and financial/business practices.
- Serves as the divisional liaison for charge capture issues and leads charge capture efficiency initiatives.

2. Financial Strategy: Provides financial direction to the Division of Surgery in all clinical and research areas.

- Develops divisional business practices and fiscal policy for division in accordance with institutional policy and sound financial and accounting principles.
- Communicates to executive divisional leadership regarding all financial strategy and outcomes.
- Oversees financial management of clinical operations within the division.
- Identifies performance improvement opportunities to enhance revenue and charge capture, including those surrounding research activities, and leads project-based efforts to effect change across the division.
- Provides senior administrative support, highly advanced analysis, and project management to the departments as it relates to clinical and research activities.
- Provides input as to programmatic development across the division, including campus-based efforts and regional and extra-regional outreach activities.

3. Funding Source Management/Annual Operating Budget: In collaboration with departmental leadership, prepares, justifies and administers the annual operating budgets and provides overall fund management for multiple funding sources.

- Uses financial judgment to provide input on programmatic development as identified in the annual operating budget.
- Works with department leadership to forecast, prepare and monitor budget data, ensuring its accuracy.
- Advises on pricing strategy utilizing understanding of reimbursement trends and managed care in the community.
- Works with department leadership to track and manage budgets on a monthly basis, and advises on mid-course corrections.
- Oversees the capital equipment request and acquisition processes.

4. Financial Reporting and Data Analysis: Works with division and department leadership to develop, maintain, and optimize reporting tools that accurately track clinical and research operations.

- Oversees and conducts analysis and assessment of operational programs, processes, and outcomes utilizing quantitative tools and methods to identify performance issues.
- Presents divisional and departmental leadership with reports and analyses related to financial performance and key scorecards & metrics.
- Recommends, develops and implements business tools/metrics related to departmental initiatives and the financial impact of process improvements.
- Provides department leadership with ad hoc reporting and analysis.
- Has a strong working knowledge of institutional data systems and resources, which support our patient care, budgeting, accounting, procurement, HR, charge-capture and research activities and manages the change process related to these systems division wide.
- Develops business plans and conducts financial review of new or proposed programs, projects, purchases and services to determine contribution to divisional/institutional margin. Monitors and evaluates project progress from initial planning to completion.

5. Fiscal Policy and Internal Controls

- Develops and maintains overarching fiscal policy for the division in accordance with institutional policy and sound business practices, including the establishment of internal financial controls
- Oversees fund stewardship for the division, ensuring that departmental reconciliations are timely and fund expenditures are appropriate.
- Serves as a resource for departmental leadership in identifying patterns and trends of fiscal concern.

6. Management

- Supervises Sr. Management Analyst as well as Project Manager on project-based initiatives. Informally mentors and coaches financial personnel throughout the division.

7. Other duties as assigned.

CORE COMPETENCIES

- IC – Analytical Thinking:
 - Gather relevant information systematically;
 - Break down problems into simple components; and
 - Make sound decisions.
- IC- Inspire Trust:
 - Show consistency among principles, values and behavior
 - Gain the confidence and trust of others
- IC – Strategic Thinking:
 - Define strategic goals and issues clearly;
 - Apply broad knowledge and experience when addressing strategic issues; and

- Foresee obstacles and opportunities relating to change or improvement.
- IC – Influence Others:
 - Present a compelling case for proposals and ideas;
 - Gain support and commitment from others; and
 - Mobilize others to take action; negotiate persuasively.
- IC – Provide Direction:
 - Provide clear direction and priorities toward a common vision;
 - Clarify roles and responsibilities for employees; and
 - Promote empowerment.

EDUCATION

Required: Master's degree in Business Administration or related field.

SUPERVISION

Given: Sr. Management Analyst as well as Project Manager on assigned projects.

Received: Executive Director Clinical Operations, Surgery

EXPERIENCE

Required: Ten years of related experience.

Preferred: Administrative experience in a healthcare environment. Experience to include budgeting, financial reporting, cost-analysis, data analysis, benchmarking, strategic planning, query development and report design. Exceptional analytical and software skills.

LICENSURE AND CERTIFICATION

Required:

Required: None

Preferred: Certified Healthcare Financial Professional (CHFP) through HFMA (Healthcare Financial Management Association) OR CPA.

WORKING CONDITIONS

This position requires:

Working in Office Environment	_____ No	___x___ Yes
Working in Patient Care Unit (e.g. Nursing unit; outpatient clinic)	_____ No	___x___ Yes
Exposure to human/animal blood, body fluids, or tissues	_____ No	__X___ Yes
Exposure to harmful chemicals	__x___ No	_____ Yes
Exposure to radiation	__x___ No	_____ Yes
Exposure to animals	__x___ No	_____ Yes

PHYSICAL DEMANDS

Indicate the time required to do each of the following physical demands:

	Time Spent			
	Never 0%	Occasionall y 1-33%	Frequently 34-66%	Continuous ly 67-100%
Standing			x	

Walking				x
Sitting				x
Reaching		x		
Lifting/Carrying				
Up to 10 lbs		x		
10lbs to 50 lbs		x		
More than 50 lbs	x			
Pushing/Pulling				
Up to 10 lbs		x		
10lbs to 50 lbs		x		
More than 50 lbs	x			
Use computer/keyboard				x