HFMA Career Center
Sample Job Description

DEPARTMENT: AMS ADMINISTRATION

POSITION CODE: 439

JOB DESCRIPTION

JOB TITLE: AMS SENIOR DIRECTOR OF FINANCE

MAIN FUNCTION:
Manages the operating and capital budgets, physician practice management system, and the Central Billing Office, including the Director of Physician Billing. Vigorously analyzes production, expense and revenue data and regularly reports all appropriate financial metrics. Administers the wage and salary program across the provider group. Drives and monitors cost efficiencies. Ensures compliance with all finance-related policies, laws, regulations and expectations of certifying agencies. Negotiates with payors. Maintains appropriate internal controls. Reports to the Vice President.

DUTIES AND RESPONSIBILITIES:

1. Helps develop and implement AMS' mission, vision, values and strategic plan, especially the financial planning component.

2. Helps drive organizational efficiency.

3. Develops provider employment contracts and compensation/benefits models. The "contracts" manager reports directly to this position.

4. Provides monthly provider production reports, as well as periodic cost reports by provider and/or practice.

5. Oversees the administration of the biweekly payroll process, that originate with Practice Managers.

6. Oversees the central billing office and all aspects of revenue cycle. The Director of Billing reports directly to this position.

7. Optimizes pre-verification, scheduling, and prior authorization processes.

8. Ensures compliance with all regulatory and legal expectations relating to the fiscal status of the organization.

9. Develops and monitors all aspects of the operating budget and the capital budget.

10. Represents AMS as it contracts with third-party payers.

11. Ensures the financial viability of AMS through revenue enhancement and cost optimization.

12. Periodically reports on the financial status of the organization as a whole and by service line.

13. Oversees and directs budgeting, accounting, purchasing, and long-range forecasting activities for the organization.

14. Evaluates the organization's financial position and reports regularly to the AMS board, president and senior executive director.

15. Reports on the organization's financial stability, growth, risks, opportunities and other issues pertinent to its economic well-being.

16. Develops and implements financial policies and procedures and ensures compliance.

17. Assures implementation of internal controls and generally accepted accounting procedures.

18. Is liaison to system accounting, purchasing, payroll, MIS and other departments as applicable.

19. Is responsible for attending all mandatory annual educational programs as required by the position.

20. Is familiar with and demonstrates Quality in Action principles and participates in the process as appropriate.

21. Employee understands and demonstrates the importance of satisfying the needs of the customer/patient by interacting with him/her in a friendly and caring way, being attentive to the customer's needs, both psychologically and physically, and by taking the initiative to maintain communication with the customer in order to provide a secure and pleasant experience with the Medical Center.

22. It is understood that this lists typical duties for the classification and is not to be considered inclusive of all duties that may be assigned.

EDUCATION:
Bachelors degree required. Master's degree preferred.

EXPERIENCE:
Minimum 5 years experience in supervisory capacity, in appropriate healthcare setting.

CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENTS:

No CPR required.

PHYSICAL DEMANDS:
Light physical efforts. Typical office job. Work in comfortable positions.

EXPOSURE CATEGORY:
Category III. Tasks that involve no exposure to blood, body fluids, or tissues. And Category I tasks are not a condition of employment.

** A.D.A Essential Functions

Created: 02/12

Approved By _____ **Date** _____
Human Resources

Approved By _____ **Date** _____
Vice President, AMS

Approved By _____ **Date** _____
Medical Group President