



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 200

MANAGER OF FINANCE

Reports to Chief Financial Officer

GENERAL FUNCTION:

Assist Chief Financial Officer in assuring timely and accurate financial reporting. Generation of Medicare cost reports and creation of projected settlements. Preparation of annual organization operating budget.

DUTIES:

- Preparation and submission of all federal financial reports including monthly, quarterly and annual expenditure reports, budgets and their revisions.
- Preparation and submission of all Patient Navigator financial reports including monthly, quarterly and annual expenditure reports, budgets and their revisions.
- Periodic analysis and adjustment of general ledger grant related accounts including annual audit reconciliations.
- Calculation of Financial Status Reports for the federal Community Health Center and Healthcare for the Homeless grants.
- Updating and analyzing the cost based fee schedules for all locations using Relative Value Units methodology.
- Preparation and filing of Medicare cost reports for all sites and recommending procedures to maximize cost reimbursement rates.
- Preparation and filing of all tax forms.
- Generate annual organizational budget by department.
- Management of Finance Department staff.
- Assist Chief Financial Officer in various analytical projects.
- Perform as acting CFO in the absence of the CFO

QUALIFICATIONS:

- Must have a Bachelor's degree with a major in business administration, master's degree desirable. Must have at least three to six (3-6) years of financial experience in the health care field.
- Must have a working knowledge of the applications of the computer science field. Must have good oral and written communication skills and requires excellent interpersonal skills with the ability to interact with associates at all levels of the organization.
- Must be able to move about the clinics between work stations.
- Excellent communication skills dealing with people from diverse backgrounds.
- Ability to be assertive.
- Ability to work independently.
- Organized with good record keeping skills.