

LYNN HOUSE JOB DESCRIPTION

Title: Financial Manager

Organizational Relationships:

Reports to Executive Director

Communicates directly with Department Heads.

Consults with the Executive Board Treasurer when necessary.

Primary contact with external auditor, Medicare cost report consultant, Medicare processing agency, insurance agency, payroll processing provider, benefits administrators, IT consultants and vendors, and health insurance companies.

Is a member of the Financial Advisory Committee for the Executive Board.

Full-time Position: Exempt.

Summary:

Ensures compliance with Generally Accepted Accounting Principles, and applicable federal, state and local regulatory laws and rules for financial reporting, keeps the General Ledger and is responsible for cash management; accounts Payable; accounts receivable; resident, patient and Medicare billing; security and maintenance of personnel records (in conjunction with Director of Human Resources); payroll processing; payroll tax payments; employee benefits program; proper allocation of contributions and investment income; proper categorization of all expenses; and timely preparation and filing of business tax (IRS 990). Fills out various external reports and license applications in conjunction with Executive Director. Prepares input for Medicare cost report in conjunction with cost report consultant. Provides financial analysis relating to cash flow, payroll, employee benefits, and other financial matters. Prepares the budget for approval. Wholeheartedly supports and is daily expectant of Christian Science healing.

Work Performed:

1. Supervises the work of part-time Accounting Assistant I (AA1) who is responsible for resident, patient and Medicare billing and related data input of nursing minutes and billable supplies, payroll, maintenance of accounts receivable, preparation of banking deposits, uploading of monthly ACH debit instructions, reporting of new hire information to state, filing of billing and patient and resident records. Assists with on-line access and data entry relating to specialized Medicare software. Assists with use of Excel software. Maintains various accounts on QuickBooks.
2. Reconciles donor database contributions with QuickBooks General Ledger twice annually.
3. Supervises the work of Accounting Assistant II (AA2) who is responsible for Accounts Payable, filing of related documents and making deposits, receiving incoming payments on patient accounts and maintaining records of receipts. Maintains various accounts in QuickBooks.
4. Oversees and insures the following: all vendors are paid on a timely basis without incurring penalties; all disbursements are properly identified with expense codes and cost center classes, coordinated with CPA. Maintains Accounts Payable data for monthly reporting to Executive Director.

5. Coordinates with payroll tax service provider to insure federal and state payroll related taxes and associated withholding taxes are deposited on a timely basis so as to avoid penalties.
6. Maintains electronic fund transfer arrangements between Medicare and operations account. Keeps accurate log of Medicare reimbursements including provider payments and contract adjustment details.
7. Maintains separate accounts receivable records for private patients and Medicare patients. Examines accounts receivable on a monthly basis and advises Executive Director of significant unpaid balances.
8. Keeps track of patient benevolence monthly and provides confidential report to Executive Director and Board Chairman prior to Executive Board meetings. Coordinates with Executive Director on processing grants of benevolence. Maintains files of Benevolence Agreements.
9. Advises Executive Director on candidates for bad debt write-offs. Calls delinquent payors as necessary.
10. Oversees tallying of patient charts data using customized dBASE and Access programs as often as necessary to insure timely end-of-month billing. Keeps printed records on nursing hours on a month by month basis.
11. At end of month, supervises preparation of all patient bills - current and past due. Supervises the functions of Accounts Payable and receivable staff in the following: Insuring accurate addresses for billing, annotating statements of account with aging of amounts past due, coordinating examination of draft bills with Director of Christian Science Nursing and the Director of the Visiting Christian Science Nurse Service and approval of bills with Executive Director prior to mailing. Writes any letters to accompany bills as directed by Executive Director.
12. Prints out end of month recapitulation of billing data.
13. Within first week of each month, reconciles each bank/financial institution account, maintained on accounting software (e.g. QuickBooks Enterprise Edition) with corresponding monthly bank/financial institution statement. At the end of the year, reconciles this data to the Medicare Log. Maintains online access with the several accounts to insure receipt of electronic statements, if paper copies are delayed in the mail. Maintains printout of reconciliations for examination during annual audit.
14. Supervises receipt of incoming non-operations contributions from OM. Insures amounts are credited to proper income accounts. Makes deposits on a weekly basis.
15. Reconciles donor database contributions with QuickBooks General Ledger twice annually.
16. Prepares various reports for Treasurer. Communicates with Treasurer in preparing monthly Executive Board meeting financial reports, including balance sheet, income statement, and periodic budget review. Produces quarterly fund balance report. Prepares quarterly Corporate Board report.
17. Calculates utilization of facility and provides monthly report monthly to Executive Director for Executive Board presentation.
18. Maintains records of unrestricted, temporarily restricted and restricted net asset balances and corresponding income and expenses that affect them. Calculates and prepares transfers from unrestricted funds to restricted accounts in coordination with Director of Development and Treasurer.

19. Maintains various cost centers (e.g. Visiting Christian Science Nurse Service program) as directed by Executive Director.
20. Keeps track of all patient census information. Produces monthly printouts with sub-totals, by care category, of admissions, departures, internal transfers, and Medicare discharges.
21. Maintains separate year-by-year Medicare log in database and spreadsheet formats which total the discharges, covered charges, deductible, co-insurance, provider payment, and contract adjustment amounts for use in yearly Medicare cost report submission and in advising Executive Director on need for mid-year adjustment request to Medicare for interim reimbursement rate and/or lump-sum reimbursement adjustment.
22. Supervises electronic transmission of claim files in UB-04 bill format to Medicare at end of each month using specialized DDE on-line access and PC-ACE software. Promptly provides corrective data. Maintains communication with processing specialist at Cahaba Claims Service. Reconciles Remittance Advice reports to Medicare Log.
23. Oversees review of URC minutes for consistency with billing data. Oversees maintenance of all patient billing documents in individual patient and resident files and CS nursing minutes charts in individual patient chart files and insures privacy of information.
24. Supplies paperwork to Director of Human Resources for new employees to complete: W4-federal withholding, state withholding, I-9 employment eligibility.
25. Maintains electronic employee records on accounting software as well as folders for paper documentation. Establishes records for new employees and enters changes bi-weekly. Enters payroll data, such as hours worked and benefit days expended, for each employee and transmits approved payroll data to payroll processing provider in time to insure uninterrupted payment on pay day. Provides employee data summaries to Executive Director and Department Heads as needed.
26. Responsible for smooth functioning of employee compensation program including employee enrollment in various elements of the benefits package such as the flexible spending program, dependent care benefit, extra leave buy, 403b pension, health insurance (if available), and life insurance (if available). Insures correct deductions are made from pay checks to support these benefits. Deposits into special 403b transfer account correct amount of salary deferral plus calculated employer contribution, employer match calculated, and employee loan payback.
27. Transmits approved deposit to 403b benefits provider bi-weekly, and no later than 14 days after salary deferral was effective. Coordinates with 403b benefits provider to insure correct crediting of employee accounts. Downloads and files records of 403b deposit and investment activity quarterly.
28. Insures integrity of files on file server to include multiple backups on tape drive and weekly grandfathering of backup tapes.
29. Coordinates with Department Heads to insure employee payroll change notice is filled out by department head when employee changes status or terminates.
30. Fills out various reports and license applications during the year with help of the Executive Director, OM and/or Accountant.
31. Insures filing of quarterly and annual payroll reports with Federal and various State governments, using QuickBooks tax service.
32. Fields questions about private insurance and Medicare.

33. At the end of the year coordinates W2 preparation and distribution, 1099's, 1096's, etc.
34. Advises the Executive Director on adequacy of various insurance coverage including liability, property, and automobile policies. Communicates with insurance company representative(s). Makes payments to insure policies are without interruption of coverage.
35. Together with Executive Director, prepares draft budget for review and approval by Executive Board. Advises Executive Director on expenditure and income flow compared with approved budget.
36. Provides data to auditor in preparation for yearly audit/review of financial records.
37. Supervises use of local area network. Installs and updates software. Monitors performance of software and hardware and advises Executive Director on their adequacy. Contracts for necessary outside expertise as necessary or as provided for by contract. Backs up file server at least three times weekly onto tapes. Insures data security of network system. Proposes policy changes on use of network and internet.
38. Maintains old records according to government regulations in the Archive Storage Room. Disposes of records no longer required to be stored.

Qualifications:

- Experienced Christian Scientist who is a member of The Mother Church and one of its branch churches.
- Must have had Christian Science Primary Class instruction from an authorized teacher of Christian Science.
- Degree - in finance or accounting preferred.
- Strong background in accounting and bookkeeping with an understanding of auditing.
- Up to date skills in current business and professional software: Outlook, Access, Word, Advanced Excel, and QuickBooks
- Awareness of operating systems, networking concepts, and relational database structure.
- Self-motivator, able to work at own pace and, at times, beyond the normal work day. Must be considerate, patient, flexible, able to handle many activities at same time, able to communicate well with patients, residents, staff members and the public.
- Demonstrated analytical skills; demonstrated ability to teach and train others;
- Good interpersonal communication and problem-solving skills and a team player.
- Strong technical accounting skills, strong written/oral communication skills, strong time-management/organizational skills.