

DIRECTOR - OFFICE OF HOSPITAL FINANCIAL ANALYSIS

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Vice President of Finance, the incumbent of this class is responsible for directing and coordinating financial analysis, payroll, accounts payable, budget preparation, and budget control functions for the Medical Center which includes analyzing, evaluating and determining the financial impact or cost benefit of pursuing a particular programmatic or organizational decision for the purpose of establishing management and cost controls over Medical Center expenditures. Responsibility involves working closely with all Medical Center division directors and administrative staff in order to develop viable expense budgets for their departments, controlling expenditures on a regular, on-going basis, and accounting for and justifying major variances between actual and budgeted expenditures. Responsibility also involves the preparation of all required financial statements and reports. Supervision is exercised over a number of professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates policies, plans and procedures relating to the financial analysis, cost accounting, and control functions;

Establishes written instructions for formal budget procedures;

Provides technical assistance and consultation to division heads in the preparation of their budgets;

Reviews and develops annual expense budgets for each department/division of the Medical Center, including staffing, salaries, supplies, equipment, and other operational expenses;

Analyzes major variances, on a monthly basis, between actual and budgeted expenses;

Develops, implements and monitors financial reporting and accounting systems and procedures, either independently or in cooperation with hired consultants;

Works with independent public accountants and third party auditors in order to ascertain and take necessary action to implement their recommendations and/or findings on improving management practices, financial practices or internal controls;

Performs analytical and evaluative reviews of financial statements to determine the current and projected fiscal viability of the Medical Center and make recommendations for appropriate corrective measures to management staff;

Performs cost benefit analysis on programmatic, operational and planning decisions made by management, and makes recommendations for alternate courses of action, as necessary;

EXAMPLES OF WORK (continued):

Prepares financial reports in a manner and form which provides management with information which can be presented to the Board of Legislators, the Hospital Advisory Board, and other governing bodies or groups in support of their management goals and objectives;

Performs a variety of related activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and procedures of modern accounting and auditing, including cost accounting; thorough knowledge of the financial and statistical reporting requirements of federal and state agencies; thorough knowledge of budgetary principles, practices and procedures as they apply to a hospital; good knowledge of hospital organizational structure and operations; ability to allocate known and verifiable costs and expenses in accordance with mandated and accepted accounting and reporting principles and practices; ability to identify, gather and compile information used to prepare financial reports and present them in a way which is understandable and usable by management personnel; ability to perform cost studies and analyses of existing and proposed programs and operations in order to assess their viability from a cost basis, and recommend necessary changes; ability to direct and coordinate the development and implementation of manual and automated accounting, financial and cost reporting systems in a consistent manner; ability to direct, coordinate, evaluate and supervise the work of others; sound professional judgment; resourcefulness; initiative; accuracy; physical condition commensurate with the requirements of the position.

SUGGESTED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Financial Management, or Business and either: (a) a Master's Degree* in one of the above mentioned fields and six years experience in financial management of accounting operations, two of which must have been at the supervisory level; or (b) seven years experience as stated in (a) which must have included the two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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