

EXECUTIVE VICE PRESIDENT – CHIEF FINANCIAL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the President and Chief Executive Officer, the incumbent of this position is responsible for the development and implementation of long and short term fiscal and budgetary strategies designed to insure the fiscal integrity and viability of the Westchester Medical Center consistent with the objectives of the institution and its policies. This position requires effective and substantive contact with senior executives in business development, operational opportunities, strategic planning, government regulations, etc. Supervision, through subordinate managerial staff, is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes and controls financial policies for the institution to control receipt of revenues, expenditures of funds and conservation of hospital assets;

Oversees financial activities within all the Fiscal Divisions and coordinates these activities with other hospital divisions;

Strategizes and forecasts key financial initiatives and goals to ensure improvements in financial performance through increased revenue streams and cost reductions and cost containment;

Establishes an integrated financial plan of operation (short and long term) compatible with the hospital's goals and objectives;

Evaluates and negotiates debt financing, acquisition proposals;

Reviews, interprets, analyzes and communicates financial reports and data for executives, the Board of Directors, and regulatory agencies;

Oversees the establishment of a plan to control expenditures and cash flow by means of a formal budget program;

Evaluates and negotiates the hospital's rate reimbursement structure;

Administers hospital purchasing, receiving and inventory programs;

Collaborates with senior leaders on operational opportunities, organizational restructuring, procurement programs, and business development;

Evaluates the hospital's objectives and its strategic direction and determines the financial viability of various strategies;

Keeps abreast of current trends in hospital financial management, reimbursement practices and legislation effecting hospital management;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

EXAMPLES OF WORK (continued):

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of hospital financial administration and governmental budgeting; comprehensive knowledge of third party reimbursement methods and practices; thorough knowledge of strategic planning for health care agencies; thorough knowledge of the goals and objectives of the Westchester Medical Center; thorough knowledge of applicable federal, state and local laws, rules, regulations and policies as they relate to the financial operations of a large hospital; ability to plan, implement and evaluate appropriate hospital financial systems and procedures; ability to manage a complex operation effectively; ability to organize, direct and evaluate the work of assigned staff; ability to meet and deal effectively with public, private and community officials and individuals; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to write and speak effectively; tact; integrity; initiative; resourcefulness; sound and mature professional judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, or Finance and five years of managerial experience in a hospital or health-care related facility where the primary function of the position must have been fiscal or budgetary responsibility for the facility.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.