

SENIOR VICE PRESIDENT FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for administrative oversight, through subordinate managerial personnel, of the accounting, reimbursement and budgetary programs, practices and procedures of the hospital. In addition, the incumbent has managerial oversight for budgetary preparation and control, all general accounting, treasury, and accounts payable procedures, as well as managed care and reimbursement practices. The incumbent acts on behalf of the Chief Financial Officer in his absence. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in formulating and implementing financial policies for the institution to control receipt of revenues, expenditures of funds and conservation of hospital assets;

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

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

Coordinates the departments activities in developing instruments, check lists and rating scale for fiscal and program evaluations;

Reviews and analyzes financial reports and data for management, the hospital advisory board, and regulatory agencies;

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

Participates in discussions and planning with hospital management on staffing, equipment purchase, lease arrangements, capital expenditures, and programs and makes recommendations;

Plans, analyzes and implements cash management procedures to ensure the availability of funds and maximize investment earnings;

Directs the preparation of annual financial statements for State reporting requirements;

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

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

EXAMPLES OF WORK: (Cont'd)

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

May perform other incidental tasks, as needed.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of hospital financial administration and governmental budgeting; thorough knowledge of third party reimbursement methods and practices; thorough knowledge of the goals and objectives of the Westchester Medical Center; good knowledge of applicable federal, state and local law, 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 write and speak effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; tact; integrity; initiative; resourcefulness; sound and mature professional judgment; reliability; physical condition commensurate with the demands of the position.

DESIRABLE 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 was administrative experience in accounting, auditing, or fiscal or budgetary administration which must have included fiscal or budgetary planning or control for a hospital or health-related facility.

SUBSTITUTION: A Master's Degree in any of the above fields may be substituted for the Bachelor's Degree or for one year of experience if it is held in addition to the Bachelors Degree.

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.

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J. C.: Exempt†
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Job Class Code: E0326
Job Group: XIX