

VICE PRESIDENT FINANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for the direction, implementation, coordination and administration of fiscal policies, operating procedures, and financial planning and forecasting for the Westchester Medical Center. Responsibilities also include the management of the financial operations of the Medical Center including budget policies, preparation and control, accounts payable, patient accounts, reimbursement, general accounting, and payroll. This involves extensive knowledge of current fiscal and reimbursement trends in the health care field and the ability to project future activities that will affect the operation of the Westchester Medical Center in order to plan for a changing competitive market. The incumbent acts on behalf of the Director of Fiscal and Business Services in his absence. Supervision is exercised over a number of managerial, professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, coordinates and controls financial policies to control receipt of revenues, expenditures of funds, and conservation of hospital assets;

Coordinates and controls the activities of Accounts Payable, Patient Accounts, Reimbursement, and Payroll;

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

Reviews, interprets, analyzes and develops financial reports and supportive data for management and hospital regulatory agents;

Establishes 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, and capital expenditures;

Evaluates the hospital's objectives and its planned and existing programs and makes recommendations regarding their financial viability;

Prepares informational programs in the area of hospital financial management;

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

Analyzes financial and operational impact of planning strategies;

Explores and develops alternatives for financing new ventures or equipment acquisition;

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

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

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

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern trends in health care and the regulations affecting the reimbursement of health services; thorough knowledge of the practices and procedures of hospital financial administration and governmental budgeting; thorough knowledge of the organization and operation of a large hospital delivering acute care services; thorough knowledge of effective practices and methods used in strategic planning, and the development of goals and objectives; ability to conduct analytic reviews of health care delivery programs and evaluate their effectiveness and efficiency within a competitive environment; ability to organize and direct the work of others; ability to work effectively with public officials; ability to communicate effectively with all levels of health professionals in order to achieve desired objectives; ability to communicate clearly, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound professional judgment; initiative; tact; accuracy; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Business, Public, or Health Administration, Finance, or Accounting and eight years of experience where the primary function of the position was in a management or administrative capacity, four of which must have been in fiscal operations or budget management.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in one of the above fields may be substituted on a year for year basis for up to two years of the above stated management experience. There is no substitution for the experience in fiscal operations or budget management.

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.