

**JOB DESCRIPTION: FINANCE MANAGER**

**QUALIFICATIONS:**

1. Major course work in accounting or business administration, or experiential equivalent.
2. Demonstrated ability in accounting/bookkeeping functions, in a health care setting. Preferably in a Hospice non-profit setting.
3. Demonstrated ability in private, state, and federal medical billing systems and ICD-9/10 coding.
4. Ability to work as an integral part of the Hospice organizational structure.
5. Must possess a valid Oregon driver's license, dependable transportation, and proof of automobile insurance.
6. Must be bondable.
7. Expertise in various aspects of general office practices.
8. Ability to respond to patients, families, Volunteers, Staff and general public on the telephone or in the office setting, in a caring, calm, and supportive manner.
9. Basic knowledge of medical terminology.
10. High level of computer knowledge and familiarity with Windows, Excel and Microsoft Word 10.0. Manual dexterity is required to operate office equipment, perform filing functions, and type at least 45 WPM.
11. Detail oriented and self-motivated.
12. Ability to receive direction and independently follow through with assigned tasks with minimal supervision.
13. Ability to maintain a high level of confidentiality regarding patients, volunteers, or personnel matters. Trustworthy, with a strong work ethic founded upon integrity, commitment, and respect.
14. Ability to work closely with Staff and Volunteers at all levels.

**SUPERVISION RECEIVED**

This is a full time position under direct supervision and evaluation of the Operations Manager until training is complete then will be supervised by the Executive Director.

**SUPERVISION EXERCISED**

Coordinates, schedules, and supervises staff and volunteers assisting with the Finance Department under the direction of the Operations Manager.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the Executive Director by maintaining/providing financial reports, graphs, and documentation necessary for accurate financial or grant evaluation.
2. Responsible for oversighting the depositing and recording all cash, checks, and monitors all DME, pharmacy and associated patient care costs.
3. Oversees monthly patient care billing including Medicare, Medicaid, commercial insurance, and private pay. Medicare billing also includes preparation of Form 81A submitted to Medicare Intermediary.
4. Oversight of accounts receivable subsidiary ledger entries for each payment source, to include over \$500 donation tax letter preparation.

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DUTIES AND RESPONSIBILITIES (continued)**

5. Responsible for and assist with employee time sheet computations, payroll preparation, monthly and quarterly payroll tax schedules and report preparation.
6. Responsible for the time lines of the Financial staff's coordination of payments, purchase orders and records accounts payable.
7. Responsible for oversight and preparation of financial statements, cost allocations for Medicare and other cost reports, various statistical reports, file maintenance of all accounting records and reports.
8. Provides assistance as required for annual audit and medical claims surveys.
9. Serves as a resource for information of BOLI and other regulations affecting payroll and financial management.
10. Assists Operations Manager with contractual agreements, i.e. preparation, revisions, or annual reviews.
11. Oversees postage supply and log, office supplies, and contacts vendors as appropriate.
12. Responsible for maintaining Tax exemption documentation.
13. Responsible for maintaining payroll benefit records and assisting HR as needed.
14. Assists in preparation of SCH annual budget, and any other budgetary or grant items. Maintains records for budget control and analysis during the fiscal year and years past.
15. Assumes responsibility for accounts receivable and accounts payable for SCH.
16. Develops and maintains statistical records of the program relative to fiscal matters and medical services.
17. Prepares accounting records and data base for annual audit purposes and medical claim surveys.
18. Maintains all time and rate files according to State and Federal regulations. Maintains strict security of all time and rate files and maintains a system for the required updates to assist the Director in having current, accurate files.
19. Oversight all financial aspects of the Hospice, Thrift Store and Palliative Care Services.
20. Oversight all Thrift Store leases including tax pro-rations, rate increases and informs Operations Manager and Executive Director of contract expirations.
21. Performs other tasks accurately and promptly as assigned by the Operations Manager or Executive Director.
22. Participates in staff training and education programs.
23. Participates in the Volunteer Training Program as appropriate.
24. To adhere to all SCH Personnel Policies including, but not limited to:
  - SCH Standards of Conduct as described in the agency's Compliance Plan.
  - SCH Privacy Practices in accordance with HIPAA regulations.
  - SCH Sexual Abuse and Molestation Policy.
  - Kind, decent and respectful behavior

**This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**

**SOUTH COAST HOSPICE & PALLIATIVE CARE SERVICES INC.**

**1100.01**

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Employee's Signature

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Date

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Executive Director's Signature

\_\_\_\_\_  
Date

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