

ILIULIUK FAMILY AND HEALTH SERVICES, INC.

Job Description

JOB TITLE: DIRECTOR OF FINANCIAL & ADMIN SERVICES

FLSA Job Status: Non-Exempt

Education/Licensure: Minimum of a Bachelor's degree in Accounting or Business with three years experience in accounting/bookkeeping including non-profit grant reporting, and three years experience supervising staff. Must have experience or education in medical billing and management. Must have a strong knowledge of financial management and all financial statements and be able to put them together from raw data. Must be fluent in English, spoken as well as written.

Pay Rate: \$65,000/year or DOE

Department: Administration

Supervisor: Executive Director

Date: April 13, 2007

I. ORGANIZATIONAL SUMMARY

A. Reports to: Executive Director

B. Key Working Relationships: Practitioners, Medical Support Staff, Behavioral Health Clinicians, Dentist, and Administration

A. Primary Customer Groups: External practitioners, patients, their families, and vendors/customers

D. Age of Patients Served: All

II. STANDARDS OF CONDUCT

A. Appearance:

1. Maintain a professional personal appearance, and abide by the dress code at all times while working and representing IFHS.
2. Demonstrate actions that support maintaining a positive and clean facility appearance.

B. Attitude:

1. Acknowledge customers; smile and maintain eye contact.
2. Apologize for problems, inconveniences, and wait times.
3. Be kind, sympathetic, and helpful.
4. Thank all customers for choosing IFHS.

C. Respect:

1. Treat all customers (patients and guests), as I would want my family treated.
2. Treat colleagues (employees, practitioners, volunteers) as professionals.
3. Be accountable in meeting customers' requests and needs.
4. Recognize and respect differing viewpoints and beliefs.
5. Show reverence for cultural diversity and perspective of all people.

D. Ownership/Accountability:

1. Act as an ambassador of IFHS at all times.
2. Anticipate and exceed customer needs and expectations.
3. Understand and accept responsibilities.
4. Demonstrate a proactive approach to all issues/problems/concerns.

E. Communication:

1. Acknowledge customers/patients.

2. Keep customers/patients appropriately informed.
3. Maintain confidentiality at all times.
4. Use proper voice and e-mail etiquette.
5. Use proper and professional telephone etiquette.
6. Demonstrate positive and proactive communication skills to include active listening.

III. JOB SUMMARY

A. Schedule: Will have a flexible schedule that includes working some Saturdays

B. Duties:

1. Oversees administration of hiring, orientation, training, retention, termination, personnel records, legal compliance, compensation, benefits and long-term staffing strategies.
2. Interviews and screen administrative applicants, counsels employees, prepares job descriptions, oversees set-up and maintenance of personnel file.
3. Conduct admin/patient services staff meetings.
4. Annually evaluate admin/patient services and janitorial with approval of Executive Director.
5. Annually review and update office policy and procedure manuals and job descriptions.
6. Oversees, directs and performs budgeting, audit, tax, accounting, purchasing, payroll, A/R and insurance activities.
7. Responsible for preparation and accuracy of all financial statements – Medical, Dental, and Behavioral Health.
8. Responsible for preparation and accuracy of all grant reporting.
9. Responsible for all bank reconciliations with review and approval of the Executive Director.
10. Review daily accounting reports and perform internal audits for accuracy of work.
11. Responsible for preparation of material for annual external audit.
12. Responsible for enrolling new providers for Medicare, Department of Labor, etc.
13. Responsible for preparation and accuracy of quarterly reports for Medicare and Medicaid Credit Balance Report, PCS72, State, City, and private foundation grants.
14. Responsible for reviewing and approving adjustments to patient accounts.
15. Responsible for all business records, paper as well as computer.
16. Other duties as assigned by Executive Director

IV. ESSENTIAL FUNCTIONS

1. Hearing: within normal limits with or without use of corrective devices
2. Vision: adequate to read 12-point type with or without corrective lenses
3. Must be able to interact in English with staff, patients, and public both verbally and in writing.
4. Must have manual dexterity of hands/fingers for frequent writing, computer work, filing, and data entry
5. Must be able to frequently sit 70% of the day
6. Must be able to frequently walk 20% of the day
7. Must be able to occasionally lift, push and pull up to 50lbs

V. ACKNOWLEDGMENT

I have reviewed and understand the responsibilities of this position description.

Signature of Employee

Date