

 Oroville Hospital	Job Description for Chief Financial Officer		Department:	Accounting
			Dept.#:	8510
			Last Updated:	2/26/08

Reports To

Administrator

Job Summary

The Chief Financial Officer is responsible for directing and coordinating hospital activities concerned with financial administration, general accounting, patient accounting and financial and statistical reporting.

Duties

1. Coordinates the integration of interdepartmental and intradepartmental services
2. Develops and implements policies and procedures and ensures that goals and objectives are consistent with the hospitals mission and reason for being
3. Maintains adequate staff of qualified and competent personnel to satisfy departmental responsibilities. Provides for orientation and continuing education, as needed, to maintain staff that is competent in job-related skills
4. Devises and installs new or modified accounting systems to provide complete and accurate records of hospital assets, liabilities and financial transactions. Evaluates accounting and patient accounting procedures for quality control and to plan methods for insuring timely receipt of payments on patient accounts, reducing costs of accounting operations, and expediting flow of work
5. Prepares hospital operating and capital budgets based on past, current and anticipated expenditures and revenues. Directs compilation of data and preparation of financial and operating reports for planning effective administration of hospital activities by management
6. Prepares detailed analyses of financial statements to reflect variances in income, expenditures and capital asset values from previous periods. Makes recommendations to administration concerning means of reducing hospital operating costs and increasing revenues, based on knowledge of market trends, financial reports and industry operating procedures
7. Participates in discussions with Administrator / Finance Committee concerning such matters as equipment purchases and construction of additional facilities. Makes recommendations regarding space requirements and other resources, needed by the department, including off-site services not provided by the department
8. Arranges for audits of hospital accounts. Prepares, or directs preparation of annual tax returns, annual OSHPD report, quarterly OSHPD reports and other required governmental reporting. Prepares, or contracts for preparation of the annual Medicare and Medi-Cal cost reports

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9. Other financial duties as deemed necessary by the Administrator

Qualifications

1. An education in Business Administration / Accounting from an accredited college or university preferred
2. Five to Seven years of increasing responsibility in the healthcare environmental preferred
3. MBA or CPA with three to five years experience acceptable
4. Strong analytical skills necessary as well as working knowledge of computer systems

Lifting Requirements

Sedentary – is considered generally not more than 10 lbs. maximum and occasionally lifting and / or carrying such articles as ledgers, files and small items