

TITLE OF POSITION: CHIEF FINANCIAL OFFICER

TITLE OF IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Organize and administer the business and financial activities of the Agency, advises the CEO and Administrator about financial trends affecting the Agency.
RESPONSIBILITIES
Develop and maintain systems and procedures for Agency financial operations.
Prepare financial statements and reports and assist with Audits
Provide for a centralized filing system for all materials related to fiscal functions.
Provide for the collection and dissemination of statistical data.
Provide for the maintenance of all financial manuals.
Provide for a complete and accurate accounting of all business transactions.
Provide for billing services and collection of fee for service income.
Prepare monthly invoices and statements for contracts.
Perform other related functions as requested.
JOB CONDITIONS
Position is stressful in terms of meeting deadlines.
It requires minimal lifting of office records and printouts.
It is primarily a desk job which essentially involves sitting, standing stooping and walking, as well as an inordinate amount of telephone communication.
Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
The ability to communicate well, both verbally and in writing is required.
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
COMPANY INFORMATION
Has access to all patient medical records and patient financial accounts, personnel records and company financial records, which may be discussed with all management staff, including the Governing Body
QUALIFICATIONS
1. Related business experience or courses.
2. Two years of accounting experience preferred.
3. Must have a Criminal Check
ACKNOWLEDGMENT
EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE