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*Our Client Seeks:*

### **DIRECTOR OF FINANCE**

**Title:** Director of Finance

**Setting:** Large Outpatient Practice

**Location:** Fairfield-County, CT (USA)

**Reports to:** Executive Director

**Job Summary:** The Director of Finance provides strategic, analytical and planning leadership for the financial functions of the organizations, participates in the development of the organization's strategic and tactical plans as a key executive, and is responsible for ensuring that financial systems are implemented, monitored and evaluated; that all income received from any source is accounted for properly, and that the organization is supported by sound financial forecasting, analyses, and projections. The Director of Finance is responsible for maintaining a highly effective system of financial controls to meet the needs of the organization.

- Provides strategic financial input and leadership on decisions affecting the organization; advises on financial aspects of any contracts executed by the organization.
- Prepares, manages, monitors and oversees financial tracking and reporting systems; develops accurate, timely, useful monthly financial reports for use by company executives and Board of Directors.
- Serves as a member of the company's Executive Team, and provides support to Board Committees, including Executive Committee and Finance Committee, as well as the Board-of-Directors.
- Manages outside financial consultants, financial contractors, and appropriate vendor relationships to achieve organizational goals effectively and efficiently.
- Represents company as the front line Financial Management Liaison to all company Physicians, vendors, insurance carriers, third party payers, hospital personnel and patients.
- Performs analysis and assesses managed care contract proposals for potential participation.
- Evaluates services or products that might enhance financial operations.
- Ensures that all payroll functions are accomplished with full accuracy and timeliness, with optimal service to managers and employees, in full compliance with all company policies and state and federal regulations.
- Works effectively with auditors and regulatory agencies to ensure compliance with regulations and reporting requirements, and to anticipate and act on the implications of accounting and payer regulation and rule changes.
- Provides cash flow planning, and monitors all cash flow activities; provides a clear, long term view of timing and adequacy of future funds.

**Education:**

- Bachelor's degree in accounting, business or healthcare administration.
- Masters degree in accounting, business, or related field preferred.
- Required Experience: Significant, progressively responsible management and leadership experience, preferably in complex health care organization.

**Required Knowledge, Skills & Abilities:**

- Expert level knowledge of accounting principles and procedures, medical billing and reimbursement, medical information management systems, and Microsoft Office (Word, Excel, Access, Power Point, Project, Visio) and financial software and payroll requirements and processes.
- Thorough understanding of "best practices" banking procedures, cash management, accounts payable, payroll and general ledger processes.
- Expert level knowledge of managed care, Medicare, Medicaid, and workers compensation and other third-party reimbursement, including thorough knowledge of compliance with managed care policies and principles, credentialing, cost reimbursement strategies, and negotiation procedures.
- Exceptional leadership and management skills
- Excellent oral and written communication skills
- Excellent analytical skills, including quantitative and qualitative analyses
- Demonstrated ability to attract and retain high performance individuals and teams to accomplish high quality results effectively and efficiently.
- Proven ability to communicate complex financial information and analysis to a wide variety of professionals, executives, owners, and employees to ensure full understanding.

**Compensation:** Highly competitive salary, comprehensive benefits to include generous vacation package and excellent retirement plan.....

**FOR MORE INFO CONTACT:**

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