**COALFIELD HEALTH CENTER**

[**www.coalfieldhealth.com**](http://www.coalfieldhealth.com)

**JOB POSTING – Finance Manager**

**POSITION SUMMARY:** Performs a variety of administrative/fiscal functions to directly assist the Executive Director.

**WORK ROLE RESPONSIBILITIES:**

4.1 Perform as financial manager to the Executive Director as directed.

4.2 Perform certain bookkeeping functions as needed to include but not limited to:

Write out all checks   
Balance monthly checking account  
Produce complex Board reports   
Track Medicare write-offs   
Assist with annual financial audit

Scan EOBs and make daily deposits

Post Patient payments

Assist on grant applications and grant management   
Responsible for payroll submission A/R analysis   
Responsible for debt collection processes (sending patient letters and payment plan follow up)   
Assist with expense analysis (considering new contracts and cost savings)   
Work denied patient claims- working directly with billing clerk and patient to resubmit before timely filing    
Complete and maintain applications for all insurance payments for direct deposit.

Responsible for 340B analysis and configuring formulary for providers to maximize profitability

401K reporting and compliance

Management of non-clinical employees.

Responsible for the preparation and presentation of the financials of the organization in accordance with GAAP.

4.3 Administrative duties performed with Executive Director, to include but not limited to:  
Day to day operations (cover when administrator out)  
Assist with Strategic planning   
Assist with Emergency planning  
Assist with Daily staffing and communication with staff   
Assist with Policy procedures   
Assist with Annual UDS and Recertification

Assist in preparation for HRSA site visit as needed

Assist with clinical audits as needed

Assist with Meaningful Use and Incentive Programs

4.4 May participate in patient care coordination as needed; may participate in research, educational, or outreach activities upon request. On rare occasion some limited travel may be required.

4.5 Performs other duties as assigned or requested.

**QUALIFICATIONS/SPECIFICATIONS**

**EDUCATION:** Master’s orbachelor’s degree in accounting, business administration or health care administration. Associate Degree Candidates with experience will be considered. Post high school education in accounting and fiscal duties is required. Knowledge of Generally Accepted Accounting Principles is required.

**EXPERIENCE:** A minimum of two year’s experience in related field preferred. Must be proficient and able to use computers, including electronic health records. Must be familiar with basic bookkeeping functions, and Excel proficiency required. QuickBooks, medical coding, and payroll experience preferred. Some familiarity with grants writing or administration preferred. Must have the ability to work in a team setting; must be able to communicate well with others, must have excellent communication skills.

Coalfield Health is an Equal Opportunity Employer

Please submit resume to [kdial@coalfieldhealth.com](mailto:kdial@coalfieldhealth.com) or

Coalfield Health Center

Attn: Kristin Dial

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Posting end date 04-1-2020