



FINANCE MANAGER

Position Purpose:

The **Finance Manager** is responsible for the implementation and maintenance of business systems for the control of hospital assets and the preparation of complete and accurate financial information and records. The role is responsible for financial areas and activities involving control of cash requirements, and maintenance of accounting records, systems and procedures. Supervises general accounting, payroll, accounts payable and materials management functions.

Key Responsibilities:

1. Develops and implements financial policies and procedures and other internal control measures to safeguard hospital assets that are in compliance with healthcare regulatory requirements.
2. Establishes and maintains appropriate accounting systems to provide timely and accurate financial statements for the hospital.
3. Provides financial analysis of operations to identify areas for expense reduction, improved cash flow and revenue enhancement.
4. Develops, implements and maintains the budget process, including monitoring and reporting of hospital and departmental performance.
5. Develops and implements an audit program that ensures there are adequate controls in place; oversees the external audit function and that reports are completed on a timely basis.
6. Assists managers with the development of business plans and other reports that may be derived from the financial information systems.
7. Provides leadership to fiscal processes related to general ledger accounting, accounts payable and purchasing.

Customers Served:

Senior Leadership, Department Managers, VCUHS contacts, direct reports and internal employees, external organizations to which the organization must report.

Qualifications:

Skills, Knowledge and Abilities: Must possess a thorough knowledge of automated, integrated business information systems, be proficient with personal computer spreadsheets, data mining and database applications. Requires knowledge of financial analysis and standard accounting procedures. Must have strong analytical abilities; ability to interpret results and detect trends. Must possess good interpersonal and leadership skills.

Education and/or Experience: Bachelor's degree in Accounting. Five years hospital accounting experience, particularly with healthcare month end close. Two years supervisory experience required.

Licensure: Not required but prefer candidates with C.P.A.

Physical Requirements:

- Requires regular and predictable attendance at work.
- Generally considered sedentary with 80% of time spent at a computer terminal or sitting at a desk.
- Occasionally lifts and carries up to 25 pounds.
- Regularly needs to bend, stoop, and reach to file, retrieve files and supplies.
- Will have telephone or face-to-face contact with customers often; must be able to handle frustrated or angry customers to successful conclusion.
- Must be able to meet frequent deadlines for processing and transmittals.
- Must be able to use a computer terminal, keyboard and calculator.