

Cascade County

Job Vacancy Announcement

Position: Chief Financial Officer/Chief Operations Officer	Closing Date: November 2, 2012
Dept.: Community Health Care Center (CHCC)	Dept. Adm.: Russell Klinkenberg
Type of Position: Full-Time	Salary: \$45,760 - \$49,000 DOE
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION OF POSITION

The Chief Financial Officer/Chief Operations Officer (CFO/COO) directly leads, supervises, manages and coordinates the financial and administrative functions of the Community Health Care Center (CHCC). These areas include the following staff: medical and dental billing, coding, eligibility, medical records, and reception staff. The CFO/COO is responsible for the fiscal operations of the CHCC in collaboration with the Chief Executive Officer (CEO) to ensure maximum revenue collections and efficient operations of administrative staff. Participate as a productive member of the leadership team.

JOB REQUIREMENTS

Knowledge and understanding of: State of Montana's budgeting, accounting policies and regulations; principles and procedures of governmental accounting and budgeting (OMB Circulars A-110 - Administrative Requirements, A-122 – Cost Principals, and A-133 Audit Requirements); Federal Grant Regulations (Program Expectations - BPIN 98-23, Affiliation Agreements of CHC's – BPIN 98-24, and PHS Grants Policy Statement); Medicaid and Medicare billing practices; Medical and Dental insurance billing; best practice in patient collections; supervisory principles and practices; Cascade County Human Resource policies and procedures, and related state and federal statutes; safety, procedures, and practices; Intermediate to advanced software knowledge in Excel, Access, Word, Outlook; developing and implementing cost savings measures.

Skills in: Increasing efficiency of collections while maintaining excellent customer service; implementing quality improvement measures that result in measurable impacts on accounts receivable; grants and contract management; information management technology/HIT; conserving organizational resources; gathering and analyzing information.

Ability to: Plan organize, prioritize, supervise and evaluate the work of professional and clerical workers, organize, and direct comprehensive programs for the aging, locate and obtain monetary sources and other assistance for the aging; maintain time, cost and material records and prepares comprehensive reports; establish effective working relationships with the Board of County Commissioners, Finance Director, Human Resource Director, other county departments, employees, Federal and State agencies, private agencies, and the general public, communicate well with others in both technical and non-technical terms, perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines, drive to meetings year round within the state of Montana, meet challenges with resourcefulness through original thinking and creativity, excellent time management and organizational skills, follow verbal and written instructions, maintain concentration during frequent interruptions, operate a personal computer using word processing, spreadsheet, database applications, Excel, Access, Word, Outlook and general office equipment appropriate to assigned duties, learn and adequately operate CHCC Electronic Health Records.

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's Degree in finance, business, accounting or closely related field; **and** five (5) years in a health care financial environment; including two (2) years of supervisory experience **OR** any equivalent combination of experience and education totaling nine (9) years, including two (2) years of supervisory experience.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.