



JOB TITLE: Finance Manager

DEPARTMENT CLASSIFICATION: Finance

JOB SUMMARY:

Responsible for planning, organizing, and directing the finances of the Orthopedic & Sports Medicine Center, LLC including development/administration of financial policies on finance, accounting, internal controls, budget, auditing, and assistance with contracting. Direct duties also include processing payroll and internal bookkeeping duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Philosophy
 - Supports the facility's ideology, mission, goals, and objectives
 - Performs in accordance with the facility's policies and procedures
 - Follows the facility's standards for ethical business conduct
 - Recognizes patients' rights and responsibilities and supports them in performance of job duties
 - Participates in facility committees, meetings, in-services, and activities
 - Seeks out additional assignments and duties
2. Work Quality
 - Performs duties in an accurate and organized manner
 - Adheres to policies and procedures in performance of duties
 - Ensures knowledge of job and asks questions when unsure
 - Completes duties within appropriate timeframes
3. Personal Attributes
 - Shows initiative and dependability including punctuality and attendance
 - Displays good judgment
 - Cooperates and is flexible
 - Follows appropriate dress code presenting a professional image
4. Customer Service
 - Fosters a culture of outstanding patient service showing courtesy in interactions with patients, physicians, co-workers, and vendors.
 - Presents good telephone skills
 - Responds promptly to patient needs and co-worker requests
5. Communication and Teamwork
 - Expected to be a positive and responsible team member with a good attitude
 - Presents good oral and written communication (documentation) skills
6. Professional Competence
 - Participates in continuing education and other learning experiences
 - Shares knowledge gained in continuing education with staff
 - Maintains membership in relevant professional organizations
 - Seeks new learning experiences by accepting challenging opportunities and responsibilities

- Welcomes suggestions and recommendations

7. Payroll Duties

- Processes employee time clock records and checks for accuracy
- Enters and assists employees in entering time and PTO into the Time Clock
- Generates payroll and posts all payroll expense in SAGE
- Helps employees understand payroll calculations and deductions, investigates problems, and makes appropriate corrections
- Adds and deletes employees from payroll and accounting systems and maintains employee address information
- Maintains the strictest confidentiality of financial and employee matters
- Runs overtime reports and presents to Practice Administrator
- Enters health, dental, life insurance plans, disability, flexible spending accounts, 401k, COBRA, and personal leaves of absence in Pay for payroll purposes.
- Ensures payroll system is setup with items needed for new employee orientation (e.g. time clock code)
- Enters payroll data into payroll system including deduction changes, pay rate changes, and banking data
- Calculates salary raise/bonus for employee evaluations based on ratings
- Handles employment verification forms and calls and wage levies.
- Processes physician payroll and makes 941 Federal and 941 MO tax payments for each respective physician.
- Other duties as assigned

8. Bookkeeping Duties

- Prepares accurate monthly financial statements and comparative reports
- Reports financial increases and trends to the Practice Administrator
- Prepares accurate monthly and standard journal entries
- Accurately analyzes, reviews and adjusts income and expense information as to adequacy, form and source
- Maintains accurate OSMC general ledger, including preparing financial schedules and writing journal entries for such items as interest income, prepaid insurance, FICA payments, etc.
- Maintains accurate Physician PC and/or PA general ledger's, including preparing financial schedules and writing journal entries for such items as interest income, prepaid insurance, FICA payments, etc.
- Maintains cash schedules, inspects account status, and verifies accuracy with coding, classifying and posting
- Reconciles rent and revenue accounts monthly
- Reconciles monthly to bank for American Express/MasterCard and general operating bank accounts for the Orthopedic & Sports Medicine Center, LLC
- Prepares reports of budget expenditures, revenues and account or fund balances
- Conducts reconciliations of liability accounts to ensure correctness. Identifies and resolves discrepancies
- Maintains accurate A/R for physician partners and OSMC departments (MRI, OSMC Today, etc.)
- Takes deposits to the bank as needed
- Other duties as assigned



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8. Finance Manager Duties

- Manages accounts payable using SAGE accounting software ensuring bills and payroll are paid in a timely and accurate manner
- Analysis of profit/loss statements, balance sheets, and variance of any accounts and gives summary to Practice Administrator.
- Assists with insurance contracting
- Prepares any needed statistical information and reports for the Practice Administrator
- Forecasts and analyses the impact of special projects or new services or acquisitions at the request of the Practice Administrator.
- Attends a variety of meetings with management, physicians, and department staff to review and discuss financial matters.
- Interacts with Practice Administrator and the Operations Manager in developing the Strategic Plan with the financial planning component.
- Monitors departmental budgetary performance and internal controls.
- Develops and implements financial policies and procedures and ensures compliance.
- Develops and maintains effective systems of general accounting and cost determination.

QUALIFICATIONS:

- Cooperative work attitude toward co-employees, management, patients, visitors, outsourced companies and physicians
- Ability to promote favorable facility image with physicians and general public
- Ability to make decisions and solve problems.
- Ability to analyze and interpret data.
- Ability to research and prepare comprehensive reports/summaries.

REQUIREMENTS:

1. Baccalaureate degree in Accounting or Finance. *Three or more years' experience working in an accounting or bookkeeping function in a healthcare setting may be considered in lieu of a degree.*
2. At least one year of professional experience in accounting or bookkeeping preferred
3. Knowledge of accounting principles, data processing concepts, and a familiarity with medical office computer systems and practice management software (ie. scheduling, billing, reporting).
4. Strong SAGE knowledge a plus
5. Skilled in identifying and resolving accounting and financial problems.
6. Strong ethical and moral character references
7. Good communication skills
8. Good computer skills
9. Ability to maintain strict confidentiality

Job quality Requirements:

- Accuracy
- Attention to detail
- Timeliness
- Time Organization
- Little supervision needed to accomplish tasks
- Skills in computer systems
- Knowledge of operating systems, word processing, spreadsheets, and 10-key touch
- Skill in organizing tasks.
- Knowledge of accounting practices to understand and interpret various accounting systems
- Knowledge of budgeting and of cost accounting principles
- Ability to analyze and prepare financial and accounting reports

DEPENDABILITY:

- Attendance
- Punctuality
- Ability to follow instructions
- Ability to meet deadlines

WORKING CONDITIONS:

- Ability to sit for long periods of time, stand, and walk
- Visual and auditory acuity for frequent use of computer, telephone, and use of other office equipment
- Manual dexterity using calculator and computer keyboard
- Standing, sitting 10 hours/day while doing computer input and responding to phone questions. Occasional stress in working with employees and multiple tasks.

PHYSICAL/MENTAL REQUIREMENTS:

- Well-lit and ventilated, with non-hazardous and hazardous equipment
- Busy office environment

REPORTS TO:

Practice Administrator

CONTACTS:

- Physicians and staff
- Facility personnel
- Administration
- Vendors and outside business representatives
- OSMC Accountant



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The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned outside of your primary role by your supervisor.

All positions with THE ORTHOPEDIC & SPORTS MEDICINE CENTER are to use due care in the use and communication of patients' protected health information. It is every employee's principal job function to ensure patient confidentiality. Failure to maintain confidentiality may, and will, result in sanction and/or discharge.

I have read the document and understand the requirements for this job description.

Employee signature

Date

Supervisor/Manager signature

Date