



Job Title: Director of Finance

Location: Erie, PA

We reserve the right to change hours to meet staffing demand needs at any time.

Job Description

EmergencyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.

Job Title: Director of Finance

Position: Full-time

Location: Erie

Shift: Day shift Monday – Friday

Summary

The Director of Finance is directly responsible for the operation of the Finance Department, involving the billing and collection of revenue, expenditure of funds and reporting the results of transactions. The position also requires strong technical accounting, analysis and planning skills, and the ability to develop financial and operational systems to accurately control, analyze and report on the results of organizational activities.

Further, the Director of Finance must attempt to understand community needs and attempt to improve the financial position of the Organization to provide financial resources to meet these needs in the future. This involves interpreting the current financial position from reported or other information; developing a concept of an appropriate future financial position and requirements; and development and implementation of a plan to achieve the desired levels prior to the time they are needed.

The above functions will not be achieved solely in the financial area but will involve extensive coordination and cooperation with the Executive Director, Medical Director, Department Directors and other administrative and operational managers. As such, the Director of Finance must be able to function as an integral part of the management team of EmergencyCare, and work cooperatively with other senior managers, hospital management, customers and other employees.

Purpose of Position

Under the general direction of the Executive Director of the Organization, the Director of Finance will assist the Executive Director in designated areas of executive and administrative responsibilities and will work to achieve goals and objectives in assigned areas of responsibilities.

The Director of Finance is responsible for administering the activities of the Finance Department, including the general accounting and patient accounting areas, along with financial and risk management (insurance coverage) for the Organization. The Director of Finance is responsible for overall coordination of the business affairs of the Organization and participates as a key member of the administrative staff in policy and procedure recommendation and implementation.

PAY IS BASED ON EXPERIENCE

Minimum Requirements

The incumbent must possess a Baccalaureate Degree with a concentration in accounting. An advanced degree in business (MBA) or CPA Certification is preferred. A minimum of 5 years of financial management experience, preferably with a health care organization, is required.

Computer Skills

To perform this job successfully, an individual should have knowledge of

Accounting software;
Database software;
Human Resource systems;
Internet software;
Inventory software;
Payroll systems;
Spreadsheet software;
Word Processing software

Other Skills and Abilities

The Director of Finance must possess and utilize strong interpersonal skills and an ability to communicate effectively with all levels of management. In addition to managerial skills, the incumbent must demonstrate well developed communication skills, being comfortable and skilled in oral and written expression. Strong problem solving, analysis and planning skills are required, along with the ability to utilize these skills on an individual and teamwork basis, as appropriate and necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential *functions*.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

