

Code: 1373

Title: CHIEF FINANCIAL OFFICER - PIMA HEALTH SYSTEM & SERVICES

SUMMARY: Responsible for the planning and administration of financial activities including financial and strategic planning and analysis, financial accounting systems and internal controls, financial reporting and statements, policies and procedures, and budget preparation and monitoring for Pima Health System & Services (PHS&S).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and directs the Financial Services Division of PHS&S;
Conducts financial planning and research including short-and long-range financial forecasting;
Develops and maintains appropriate expense and revenue reporting systems incorporating accrual methods for multiple lines of business;
Develops and directs the departmental general accounting procedures and approves a department accounting manual;
Insures compliance with financial reporting requirements of Arizona Health Care Cost Containment System (AHCCS) and other fund sources;
Issues timely and accurate interim financial statements consistent with generally accepted accounting principles;
Develops procedures and appropriate lag analyses of Incurred But Not Reported (IBNR) medical claims;
Assists the director and divisional administrators in the development and preparation of the departmental budget and monitors expenditures;
Accumulates and evaluates key financial data and makes recommendations to decrease costs and increase revenues;
Establishes financial internal controls consistent with generally accepted accounting practices, to insure appropriate reconciliation, processing, and reporting of financial data;
Reviews, analyzes, and makes recommendations regarding state and federal legislation, rules or regulations which may have a financial impact on PHS programs;
Supervises, trains and evaluates financial, accounting and support personnel;
Interacts with other county departments, divisions and officials;
Develops divisional and individual goals and objectives and performance measures;
Participates in the development of department policy and procedures, strategic planning, quality management and other departmental management activities;
Develops practices and procedures, which minimize the cost of annual audits;
May represent the director at meetings and functions.

KNOWLEDGE & SKILLS:

Knowledge of:

- complex financial and accounting systems in a managed health care setting;
- principles and practices of accounting, budgeting, auditing, and statistical analysis as it pertains to program administration;
- the principles and practices of administrative management and supervision;
- PHS accounting practices and procedures;
- state and federal health care regulations;
- automated accounting and information systems and financial reporting;

- health care and managed care operational issues, trends and current practices

Skill in:

- analyzing, planning, organizing and directing complex financial and accounting systems;
- evaluating financial program effectiveness and implementing corrective actions as appropriate;
- developing and monitoring an annual budget;
- communicating effectively both orally and in writing;
- supervising and evaluating professional accounting and support personnel.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in accounting, business, finance, public administration, or health care administration or a closely related field as defined by the appointing authority and six years of professional level experience in a financial or accounting field preferably in health care including two years in a management or supervisory position.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.