

CLASS TITLE: CHIEF OF OPERATIONS AND FINANCIAL MANAGEMENT (ELEANOR SLATER HOSPITAL)

Class Code: 02503300

Pay Grade: 63A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for hospital fiscal/financial management services, to monitor and control expenditures, provide budgetary expertise and perform specialized and technical budgetary and accounting activities specific to both campuses of the Eleanor Slater Hospital; to be responsible for the overall management of all nonmedical and administrative departments and ensure compliance with established objectives and the realization of high quality efficient, cost-effective hospital operations; to assure operational compliance with Joint Commission, state, federal and other applicable regulatory standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Chief Executive Officer (CEO) of the Eleanor Slater Hospital and the Chief Financial Officer at BHDDH with wide latitude for the exercise of initiative and independent judgment in the overall administration of the financial and operational management functions of the hospital; work is reviewed periodically for conformance to established goals and policies, rules, regulations, standards and laws.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and supervises the work of staff engaged in fiscal management and non-medical functions and reviews their work for conformance to laws, rules, regulations, policies and procedures and for the financial and technical proficiency of work performed.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall administration of all financial/fiscal functions as well as the integration and coordination of all non-medical and administrative functions within the Eleanor Slater Hospital.

To provide leadership, direction and administration of operations to ensure compliance with established objectives and the realization of high quality, efficient health care services.

To work in conjunction with department heads to identify and analyze operational issues and develop and implement responsive plans, policies, systems, programs or standards; to be responsible for the continuous review and evaluation of the effectiveness of existing policies, procedures and work methods relative to hospital operations and to assess and evaluate financial performance with regards to long term operational goals, budgets and forecasts and recommend improvements/changes as required.

To ensure implementation of programs, services and activities that comply with Joint Commission and other legal and regulatory standards and requirements; to maintain compliance with these regulations by monitoring operations and initiating corrective action as required.

To provide insight and recommendations to both short term and long term financial and operational growth plans for the hospital.

To communicate, engage and interact with the Director of BHDDH, The BHDDH Chief Financial Officer, the Eleanor Slater Hospital CEO, and the hospital executive team concerning hospital operations and finances.

To create and establish yearly financial objectives that align with the hospital's plan for growth and expansion.

To develop and submit state budget requests on behalf of the hospital, and to ensure the effective and efficient use of all fiscal resources.

To take a leadership role in the development and implementation of capital programs.

To review federal and state statutes and regulations as they affect hospital finances. Implement policies, procedures and internal control processes as deemed appropriate to insure fiscal compliance to these statutes and regulations.

To prepare and present monthly financial reports including operating performance by division and actual versus budget by division.

To review and analyze monthly financial results and provide recommendations to hospital management.

To identify, develop and execute analyses of business initiatives, product launches and/or new service offerings.

To manage financial planning and analysis. Supervise creation of reports, software implementations and tools for budgeting and forecasting.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of hospital finance principles, practices and methods; a thorough knowledge of the Rhode Island state accounting and financial systems, regulations, and requirements for sound fiscal management; a working knowledge of federal guidelines for utilizing federal grant monies; a thorough knowledge of hospital administrative principles, practices, and methods; a thorough knowledge of hospital organization, operation and maintenance; a thorough knowledge of the principles and practices of business management; a working knowledge of trends and current developments in hospital administration; a working knowledge of principles and practices of governmental budget formulation; the ability to analyze problems and to systematically develop solutions; the ability to plan, organize, direct and review the work performed by professional personnel through consultation and evaluation of their reports and activities for conformance to the objectives and policies of the CEO and the BHDDH Director; the ability to work creatively and independently; the ability to establish and maintain effective working relationships within the hospital and the state; the ability to function as a strategic business partner to senior management; the ability to manage an efficient and effective fiscal program and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a post graduate degree in Accounting or Finance; and,

Experience: Such as may have been gained through: extensive employment in a financial/operational management position for a hospital or system with responsibility for planning, developing, and managing the financial services and non-medical operations for the hospital.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 12, 2016

Editorial Review: