



FINANCE MANAGER JOB DESCRIPTION

EDUCATION:

High school diploma or equivalent required. Two year associates degree in accounting or business preferred. Knowledge of medical terminology preferred. Valid NC Driver's License required.

EXPERIENCE:

Experience in health care, business, or secretarial work. Human resources and /or managerial experience. Excellent computer skills using Word and Excel. Experience in payroll and billing. Ability to operate standard office equipment.

ACCOUNTABILITY:

The Finance Manager reports directly to the Office Manager.

FUNCTIONS:

The Finance Manager functions as a team member of First Choice Home Care, Inc. This person consistently and accurately conducts the financial aspects of the business in compliance with federal and state regulations, Agency Policies and Procedures, and local requirements.

Responsibilities include but are not limited to the following:

1. Conducts self in a professional manner maintaining the agency code of ethics.
2. Dresses in a professional manner appropriate for representing the agency and greet visitors.
3. Knowledge of various services offered by FCHC, Inc. and the requirements of each for billing compliance.
4. Knowledge of ACHC (Accreditation Commission of Health Care) policies and standards. Corporate Compliance Plan, Program Integrity, Patient Rights and responsibilities, HIPAA, Agency Policies and Procedures, and federal and state regulations affecting agency business and compliance.
5. Delegates and supervises weekly payroll/billing documentation and processing to meet weekly deadline.
6. Reviews for accuracy and verifies billing/payroll weekly.
7. Generates statements, invoices, and other required documentation on appropriate forms according to federal and state regulations for review and submission to reviewers/payers.
8. Generates payroll information including withholding for taxes, social security, insurances, garnishments, and other deductions.
9. Processes accounts receivable, maintains records of outstanding accounts and balances, collections of balances, verifies statements, computes expenses, and prepares statements for payment. Prepares and deposits payments.
10. Obtains pre-authorization from all commercial insurance before start of care to ensure financial coverage and continuity of care.
11. Surveillance of aging reports and explanation to Director.
12. Updates Director weekly of financial status.
13. Communicates with Office Manager with any financial/business concerns.
14. Communicates with Clinical Manager with any patient concerns and issues.

15. Communicates with agency Software Company, Computer Support Manager, Accountant, Medicaid personnel, bank, insurance representatives, Director, Office Manager, Clinical Director, and others for processing, clarification, and problem solving.
16. Processes Workman's Comp claims and attends hearing as necessary.
17. Responsible for knowledge of information in Medicaid Bulletins affecting billing.
18. Responsible for the renewal of agency licensure and submitting before deadline.
19. Responsible for First Choice Home Care, Inc. Annual Report and submitting to Director each January.
20. Monitors ELVIS for employee verification and shares with appropriate staff if any unexplained exceptions.
21. Updates company website and Facebook page as needed.
22. Updates employee education on website and emails to all field staff.
23. Coordinates advertising needs with Clinical Director and assists in on-line advertising and response.
24. Troubleshoots computer problems and involves other provider software and hardware experts as necessary.
25. Assists with education and guidelines for use of computers.
26. Assists with education to authorized personnel with new programs.
27. Maintains, displays, and shares appropriate knowledge of current trends and new developments.
28. Development and update of company documentation/forms.
The Finance Manager may be asked to perform additional duties with the scope of the job functions.
29. Assures compliance with OSHA Occupational Exposure to Bloodborne Pathogens Final Rule 29 CFR Part 1910.1030 and other applicable laws, regulations, standards and guidelines.

OTHER QUALIFICATIONS:

1. Able to stand, bend, stoop, squat, kneel and reach freely.
2. Able to freely lift up to a maximum of 25 pounds.
3. Able to hear, read, write, and speak clearly.
4. Able to interpret technical instructions.
5. Ability to make sound judgments regarding customer service.
6. No facial piercings or excessive or offensive tattoos.
7. Men will be cleanly shaven or facial hair neatly trimmed.

EVALUATIONS:

Performance evaluations are conducted by the Office Manager

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the Agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner

Signature
Finance Manager

Date

