

EMPLOYMENT OPPORTUNITY
Posted 8-28-09



Job Title	Director, Finance
Department	Finance
Reports to:	VP, Finance
Essential Functions	<p>Financial Reporting: Oversee all financial reporting functions including financial statement review and consolidation, internal and external reporting, and adherence to financial policies. Prepare financial reports in accordance with Generally Accepted Accounting Principles. Perform internal control reviews to ensure policies and procedures are being followed, internal controls are being met, balances are accurately stated, and retention is accurately calculated and reported. Work with Health System Office, ministry and E&Y staff to perform year-end audit including the preparation and review of financial statements and footnotes.</p> <p>Financial Planning and Analysis: Manage the financial planning process including long term financial plan, capital allocation, debt planning, operating budget, capital budget and quarterly forecasts. Provide cash flow projections, sensitivity analysis, capital structure projections and financial analysis. Develop operating and capital targets. Manage the Integrated Strategic and Financial Planning (ISFP) process and timeline. Provide financial analysis and ad hoc reports for executives, SJHS departments, ministries and external requestors .</p> <p>Financial Management and Other Responsibilities: Manage and develop productivity standardization process and standards which includes meeting with SJHS executives and hospital director groups. Involvement in productivity review and realignment initiative which includes benchmarking, productivity reviews, and working directly with department managers and clinical experts to ensure that productivity targets are met and sustained. Direct the work of financial planning manager.</p> <p>Additional Responsibilities:</p> <p>Management and development of Financial Scorecard to track financial performance and stewardship goals. Lead initiative to standardize chart of accounts and charge description master.</p>
Key Qualifications	<p>EDUCATION: MBA or CPA required EXPERIENCE: Requires at least 10 years of experience in the financial reporting and planning field.</p> <p>Knowledge/Skills/Abilities: Experience in financial consolidation and reporting Financial analysis skills and ability to identify areas for change or improvement Experience and understanding of hospital operations, structure and issues to accomplish goals Ability to work with and communicate effectively with other departments and executives to fulfill departmental and SJHS requirements and goals Project management skills Ability to work with hospital staff and executives to ensure successful project implementations Ability to seek new opportunities to improve financial reporting processes through the use of systems and process. Ability to make decisions and solve problems with little or no supervision</p>

Response information: Fax resume to (714) 347-7540 or e-mail to: SJHSHR@STJOE.ORG.