

## **ANNE GRADY CORPORATION**

JOB CLASSIFICATION: Director of Finance

DEPARTMENT: Business/Finance

TITLE OF POSITION: Director of Finance

IMMEDIATE SUPERVISOR: Executive Director

NORMAL WORKING

HOURS AND SCHEDULE: As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in accounting required, CPA preferred; 2) Five (5) years of accounting experience in a healthcare environment preferred; 3) One (1) year of supervisory experience required; 4) Ability to meet deadlines and handle several tasks at once; 5) Excellent organizational skills required; 6) All appropriate computer skills; 7) Knowledge of Medicaid regulations required; 8) Ability to push, pull, bend, sit and stand for extended periods of time; 9) Ability to lift up to 50lbs.

### **POSITION RESPONSIBILITIES**

1. Provides back-up to the functions of the Business Office and keeps the Executive Director apprised of any significant issues.
2. Monitor banking activity daily and investigate any abnormalities.
3. Work effectively and cooperatively with the Executive Director and Leadership Team.
4. Serves on committees inside and outside the organization as assigned.
5. Keeps up to date on all changes to Medicaid Rules specifically related to the ICF and waiver reimbursement rules and attends trainings and conferences to stay informed. Communicate changes to appropriate levels of management.
6. Develops procedures for and ensures the following meet Medicaid and Licensure rules: Business Office, Medicaid/Medicare billing, cost reporting, resident funds and trust accounts.
7. Provides oversight to ensure that the Corporation is following policies and procedures as they relate to finances and includes, but not limited to, purchasing procedures, credit card procedures, payroll processing, and payables.
8. Ensures posting to proper journals and ledgers in a timely fashion for Anne Grady Corporation, Anne Grady Day Program and Anne Grady Foundation including Cash Receipts Journal, Cash Disbursements Journal, General Journal, Accounts Receivable Journal, and General Ledger.
9. Completes month-end and year-end statements and work papers for Anne Grady Corporation, Anne Grady Day Program, and Anne Grady Foundation.

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- 10. Ensures that payroll taxes are paid and returns filed timely to the proper government entity including Federal tax each period, State tax monthly, State Unemployment tax quarterly, and State Worker's Compensation tax semi-annually.
- 11. Completes Medicaid cost and other reports for all Intermediate Care Facilities and others as required.
- 12. Maintains the general ledger and asset/liability reconciliations for Anne Grady Corporation, Anne Grady Day Program, and Anne Grady Foundation.
- 13. Manages the full accounting process of the Anne Grady Corporation, Day Program and the Foundation.
- 14. Works with the Executive Director and Leadership Team to develop a long-term and short-term corporate strategy, prepares budgets for the Corporation in conjunction with the Directors, completes the annual fiscal year and works with the auditors.
- 15. Informs the Department Directors about financial status of the Corporation and Foundation and provides consultative services. Works with Department Directors to ensure direct care and indirect care expenses are in line with the budget.
- 16. Responsible for all other financial aspects of the organizations not specifically mentioned herein.
- 17. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
- 18. Exemplifies Corporation philosophy and follows all policies and procedures.
- 19. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.

If more than eight, list totals only.

Accounting Manager

Financial Analyst

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Signature of Employee

Date

Form Pr-105

Revised: 3/15/2022

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Signature of Department Director