JOB DESCRIPTION

TITLE OF POSITION: CHIEF FINANCIAL OFFICER

TITLE OF IMMEDIATE SUPERVISOR: Chief Executive Officer

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS - LIMITED

POSITION DUTIES
Organizes and administers the business and financial activities of the Agency, advises the CEO and Administrator about financial trends affecting the Agency

RESPONSIBILITIES OF POSITION
1. Develops and maintains systems and procedures for Agency financial operations
2. Prepares financial statements and reports
3. Provides for a centralized filing system for all materials related to fiscal functions
4. Provides for the collection and dissemination of statistical data
5. Provides for the maintenance of all financial manuals
6. Provides for a complete and accurate accounting of all business transactions
7. Provides for billing services and collection of fee for service income
8. Prepares monthly invoices and statements for contracts
9. Assists with audits
10. Performs other related functions as requested

JOB CONDITIONS
1. Position is stressful in terms of meeting deadlines.
2. It requires minimal lifting of office records and printouts.
3. It is primarily a desk job which essentially involves sitting, standing stooping and walking, as well as an inordinate amount of telephone communication.
4. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
5. The ability to communicate well, both verbally and in writing is required.
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

COMPANY INFORMATION
Has access to all client medical records and client financial accounts, personnel records and company financial records, which may be discussed with all management staff, including Board of Directors

JOB REQUIREMENTS

Qualifications

1. College degree with related business courses or experience

2. Minimum of five years experience in home health care accounting

ACKNOWLEDGMENT

Employee Signature	Date