

## SES FINANCIAL DIVISION DIRECTOR

Job Code	Pay Grade
10952	SM3a

### Nature of Work

This is professional accounting, administrative, and supervisory work directing all phases of financial management in the Safety and Emergency Services (SES) Department. An employee in this class directs the development, implementation, monitoring, and modification of billing procedures, develops work rules, directs the day-to-day billing system, plus prepares financial, management, and budget reports.

Responsibilities include directing the development of specifications for contracts which provide special services for emergency medical or social programs, monitoring capital budgets/fiscal controls, strategic financial planning, and supervision of staff involved in related financial service areas. A high degree of independent judgment is exercised and authority is delegated for settlement of patient invoices with third party payers and patient representatives and/or carrying out daily financial operations of the department. This position reports to the Bureau Director, Safety & Emergency Services.

### Minimum Qualification Requirements

- Certified Public Accountant (CPA) with 8 years of professional and administrative advanced accounting experience that includes 2 years in automated payments, billings, and collections in a large corporate, government, or third party payer organization that includes lead worker, supervisory or supervisory training; or
- CPA, Associate's degree and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference is given to candidates possessing a Master's degree in a related field.
- Depending upon area of assignment, experience in health care financial management environment is preferred.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Provides financial support for the department preparing financial, management and budget reports in accordance with accepted principles of accounting; prepares annual budget for the department.
- Directs staff in day-to-day operations of the billing system which includes third party billing, billing preparation and data entry, billing adjustments, customer service account reconciliation analyses and collection activities.
- Develops and implements program changes and organizes and modifies system applications to ensure information and data for billing purposes is accurate.
- Directs accounting personnel engaged in accounts payable and related support activities such as the audit of medical, dental and pharmaceutical claims, the processing of reimbursement requests from contracted social services providers, the processing of the county's statutory share of State Medicaid bills for inpatient hospitalization and nursing home services, the operations of the Summer Food program, and client financial assistance payments.
- Advises attorneys concerning collections, assignment and litigation and, once approved, ensures recommended actions are carried out. Negotiates the settlements of patient invoices with third party payers including Medicare, Medicaid and patient representatives.
- Works with ambulance and fire contractors to resolve problems concerning the billing system and reviews, evaluates and recommends specifications and proposals for EMS contracts.
- Prepares reports on collection rates, collection performance, outstanding receivables, write-offs and other financial data.

## SES FINANCIAL DIVISION DIRECTOR (continued)

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### Illustrative Tasks (continued)

- Reviews contracts, preparing specifications and negotiating contract terms with department vendors.
- Administers grant activity, including review of expenditures, periodical reports and requests for reimbursement.
- Interacts with other departments and outside agencies on financial issues.
- Acts as liaison to the Business Technology Services (BTS) Department, Finance Division, Internal Audit Division, federal/state monitors, and external auditors.
- Performs related work as assigned or required.

### Knowledge, Skills and Abilities

- Knowledge of generally accepted principles of accounting of public administration, as applied in a large governmental organization and their relationship to EMS or Health & Human Services billing and collections.
- Knowledge of the principles and practices of automated information systems and data processing principles, procedures and equipment.
- Knowledge of the principles of office management and supervision and the ability to apply these principles.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal recordkeeping and contract procedures of county government.
- Knowledge of electronic data processing budgeting, accounting and financial management systems and the ability to direct the programming efforts on new systems.
- Ability to apply computer applications and software.
- Ability to plan, supervise, and evaluate the work of subordinate personnel and analyze, interpret and prepare operating and statistical tabulations and reports.
- Ability to prepare complex financial reports and statements, and analyze financial transactions for appropriate journal entries or budget amendments.
- Ability to assign, instruct, review and re-evaluate work assignments of accounting and clerical personnel in a manner conducive to outstanding performance and high morale.
- Ability to establish and maintain effective working relationships as necessitated by assignments.
- Ability to effectively analyze and solve complex budgeting and financial management problems.
- Ability to communicate effectively, both orally and in writing.

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Revised	EEOC Code	Overtime Code
10/15	Officials & Managers	Exempt