

**FAITH REGIONAL HEALTH SERVICES
JOB DESCRIPTION**

Job Title:	Budget Accountant
Department:	Finance
Department Number:	73800
Reports to:	Controller
Job Code:	
Job Number:	20202
FLSA:	Exempt
Date Created:	August 2014
Last Revision Date:	

The mission of Faith Regional Health Services is to serve Christ by providing all people with exemplary medical services in an environment of love and care.

Job Summary: Primary accountability for organizational budget creation and cost resource for FRHS management team. Maintain budgeting system, decision support system, cost accounting data and Action O-I benchmarking module. Assist in month-end closing process.

The listing of job duties contained in this job description is not all inclusive. Duties may be added or subtracted at any time due to the needs of the organization.

Essential Duties and Responsibilities:

1. Primary responsibility for preparation and completion of annual capital, operating and strategic budgets including (but not limited to):
 - Attend and assist with budget kick-off meetings including training sessions
 - Preparation of budget projections as baseline
 - Preparation of operating budget worksheets and assisting Directors in the completion of such
 - Prepare revenue and statistics worksheets to propose budget revenue and statistic amounts for budgeting
 - Compiling budget data (stats worksheet and department operating budget worksheets) into the master facility level (summary) budget
 - Identify revenue and expense changes within submitted department budgets
 - Performs financial analysis of actual, budgeted and projected revenues and expenses
 - On-going monitoring of key metrics and trends
 - Implement and maintain Solucient Action OI benchmarking module – prepare quarterly Action IO submission/department reports
 - Aggregate and upload department worksheets into Siemens and verify that the uploaded data is correct
 - Assist in preparation and completion of five-year strategic financial plan each year.
 - Compile capital budget (from capital spreadsheets) into a master capital budget
 - Notify Directors of changes to capital, operating or statistics budget
 - Answer and assist with miscellaneous Budget questions from Directors and Vice Presidents

- Create and distribute final Budget reports
2. Source matter expert for Decision Support System/Software (including but not limited to):
 - On-going maintenance of DSS input variables such as cost ratios
 - Perform cost accounting activities.
 - Create and validate customized DSS reports per management requests
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 3. Prepare necessary journal entries/reconcile accounts for monthly financial statements per closing schedule
 4. Complete and distribute monthly Director's reports plus Executive Team analysis
 5. Conduct/update detailed cost analyses, relative value unit studies – prepare monthly FRHS RVU report
 6. Assist in compilation of pricing information, determine appropriate price increases by department to meet revenue budget, and relay new prices to CDM Analyst.
 7. Determine cost components (direct/indirect - labor, supplies, capital, other) by department charge
 8. Provide management team with reports specifying and comparing factors affecting price and profitability of procedures or product lines
 9. Prepare department, DRG, or service line financial analysis as requested
 10. Collect bi-weekly census data - complete and distribute bi-weekly labor productivity reports plus Executive Team analysis
 11. Create quarterly costing report for Crimson upload
 12. Assists in preparation of supporting schedules and work papers for External Auditors.
 13. Assists with hospital wide inventory process.
 14. Strives to represent Faith Regional Health Services and the department in a positive manner.
 15. Promotes organizational mission, vision and values. Demonstrated respect and regards for dignity of all patients, families, visitors, and co-workers to ensure a professional, responsible and courteous environment. Maintains a high level of professional responsibility and performance outlined in Faith Regional Health Services Performance Standards. Promotes effective working relations and works effectively as part of a department team inter- and intradepartmental to facilitate the department's ability to meet its goals and objectives.

16. Maintains current knowledge/certification/licensure per hospital policy. Pursues professional growth and development.
 - Practices within legal boundaries of nurse practice act and according to hospital policy and procedures.
 - Attends continuing education programs in order to maintain licensure. Attends hospital sponsored training programs as required by department.
 - Maintains certifications as determined by unit policy.

17. Functions as role model for current and new staff.
 - Facilitates problem resolution among coworkers as observed by management and peers.
 - Demonstrates a constructive approach during all interactions with coworkers and management toward the organization.
 - Promotes the professional of healthcare workers/nursing in the community.
 - Presents neat appearance in proper attire and identification as required by the position, department and the hospital.
 - Continuously displays a positive attitude within the department and across departmental lines to contribute to the overall customer service program in place at the hospital

18. Maintains a high level of professional responsibility and performance outlined in Faith Regional Health Services Performance Standards

19. Understands and adheres to Faith Regional Health Services Corporate Compliance Plan, Personal Conduct Policy, Safe Environment policy, Grievance Process, Confidentiality, Safety & Security, Infection Control, HIPAA and other departmental and organizational policies, procedures and guidelines.

20. Must be able to remain awake and alert during working hours. Physical presence at facility is required during scheduled working hours to perform job functions.

21. Performs other duties as assigned.

Job Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in Finance or Accounting required. CPA or CHFP preferred. Four to five years' experience with a minimum of two years' experience in current budget issues including preparation of company budget (preferably healthcare) and two years' experience in costing issues (preferably healthcare).

Ability to apply knowledge of patient rights, safety rights, safety practices, infection control principles, and risk management issues. Ability to follow policies and procedures of department and hospital. Ability to maintain a high level of integrity, confidentiality and professionalism. Serve on committees and assist with programs of the hospital to constantly improve the quality of health care and promote good public relations. Ability to work in a timely manner, within the time allotted for the shift per census count.

Physical Requirements: Employee is required: (In terms of a regular workday, “Occasionally” equals 1% to 33%; “Frequently” equals 34% to 66%; and “Continuously”, greater than 67%.)

Range of body motion and dexterity to allow for the significant handling, transferring, pushing/pulling, and lifting of materials and equipment.

The ability to lift, carry, push, or pull up to 25 pounds and occasionally lift, carry, push, or pull over 40 pounds.

Independent mobility.

Ability to sit for extended periods of time.

Functional visual ability and depth perception, functional sound perception and discrimination, and functional verbal speech ability.

Working irregular hours.

Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information)

See (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess)

Mental and Emotional Requirements:

Ability to read, write, speak and understand the English language. Requires the ability to read, assimilate and synthesize information to make decisions. Must possess the ability to read newspapers, journals, periodicals, prepare business letters, expositions, report and speak clearly and distinctly with poise and voice control and confidence. Be able to participate in discussions and debates and speak extemporaneously on a variety of subjects. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamental of plan and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variable situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Working Conditions:

The work environment is subject to inside environmental conditions, such as in typical office or administrative work. Working in a hospital setting may cause exposure to disagreeable odors, communicable diseases, and bodily fluids; exposure to the chemical compounds of medications and treatments; exposure to chemicals such as disinfectants, cleansers, soaps, etc; exposure to latex, plastic and other materials used for personal protective equipment; exposure to noise and distractions; exposure to unpredictable behaviors. Category II is low risk, which means that one is not likely to have contact with blood or other body fluids. Personal Protective Equipment is required.

Ability and willingness to work a flexible schedule, t include after-hours, weekends and overtime as necessary. Ability to be on work on time and to work scheduled hours. Ability to get along with others.

Notice of Resignation:

This position serves at will. However, for purposes of benefit pay out upon termination, four weeks written and working notice is required.

Drives Hospital Vehicle: no