

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Business Office Supervisor

Department: Pine Valley Administration

Reports to: Administrator/Finance Director

Pay Grade: I

Date: September 11, 2024

Hours Per Week: 40

PURPOSE OF POSITION

This position serves as Business Office Supervisor and is responsible for direct oversight of the general operations of the finance department, including accounts payables, accounts receivables, payroll functions, data entry, and general accounting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Cash Flow Management

- Assists with the development of the annual budget.
- Performs monthly analysis of fiscal reports, monitoring actual performance to budget of revenues and expenses.
- Prepares, summarizes, and presents budgetary and statistical data and related reports for monthly subcommittee meetings.
- Responsible for achieving cash collections and accounts receivable targets for the facility to maintain a positive cash flow.
- Oversee revenue flow and be responsible for collections efforts with problem accounts, filing claims with the Tax Refund Interception Program (TRIP); perform property searches when needed, and initiate liens with Corporate Council as appropriate.
- Reconciles PV's cash monthly with the cash activity reports provided by the Clerk's office.

Supervisory

- Serves as business office manager supervising the work of Billing Specialist and Accounts Payable/Payroll Clerk. Responsible for business office employee training, job performance, and reviews.
- Plans assigns, and reviews the flow of work to provide an efficient organization in the business office. Instructs the staff with proper office procedures.
- Oversees payroll preparation and is ultimately responsible for all fiscal accounting and output.
- Serves as the backup biller, accounts payable clerk, and payroll clerk.
- Plans and establishes methods and procedures relating to business practices and the efficiency of the business office.
- Oversees daily accounting, record keeping, inventory, and all related reporting. Ensures the accuracy of financial reports.

Compliance/Regulatory

- Performs all accounting functions of the facility by current generally accepted accounting principles and cost reimbursement principles related to long-term care.
- Ensures appropriate and timely filing of reports to State and Federal agencies as required by law including preparing data for cost reporting to Medicaid, Medicare, and Intergovernmental Transfer Program (ITP) applications.
- Responsible for getting requested information and documents for annual standard audits and other special audits that arise.
- Responsible for payroll-based Journal entries to CMS Medicare for direct care staff including contracted staff.
- Prepares statistical reports and any other reports required by law.
- Maintains contact with State and Federal agencies to be informed of changing regulations, rate and formula changes for Medicare and Medicaid reimbursement; changes in state funding policies and procedures. Initiate necessary software changes if required to implement changes in payment modules.
- Under the direction of the Finance Director to ensure compliance with all financial, regulatory, and other requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in Accounting or Business preferred.
- Minimum two years' experience in healthcare finance, preferably in a Skilled Nursing Facility with experience in accounting and collections.
- Any combination of training and experience which provides the required knowledge and skills.
- Skill in establishing and maintaining effective working relationships with the public and staff.
- Skill in supervision and delegating the work of others.
- Skill in initiating and installing administrative procedures effectively.
- Skill in fiscal data analysis.
- Skill in the use of Excel, accounting, billing, and payroll software.
- Strong problem-solving skills and ability to make timely decisions.
- Knowledge of business administration and bookkeeping procedures and practices and office management.

Physical and Mental Abilities Required to Perform Essential Job Functions **Language Ability and Interpersonal Communication**

- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble, copy, record, and transcribe data and information.
- Ability to provide first-line supervision. Ability to advise and interpret on how to apply policies, procedures, and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, recipes, technical operating manuals, procedures, state health and safety guidelines, non-routine correspondence, and laws.
- Ability to communicate with nursing home professionals, clerical and maintenance personnel, state regulatory personnel, residents, resident's families, dietitians, physicians, and subordinates.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate percentages, fractions, and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing, and pulling, Ability to handle, finger, and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under conditions that require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease, and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County/Pine Valley Community Village is an Equal Opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date