

HARI	POSITION DESCRIPTION	6/26/2018
TITLE: Director of Finance	REPORTS TO: President	
<i>SUMMARY</i>		
Direct HARI's member services in the areas of hospital finance, data collection and analysis, and reimbursement.		

ACCOUNTABILITIES

1. Contribute to HARI's organizational mission and strategic plan and advocacy strategies through financial analysis of proposed public policies.
2. Develop and analyze appropriate hospital finance policy information to support advocacy efforts, focusing on the impact of public (federal and state) and private insurer behavior, practices, and policies.
3. Monitor and analyze the impact of federal legislative and regulatory activities regarding Medicare/Medicaid payment issues and other matters impacting hospitals.
4. Monitor and analyze the financial impact of state legislative and regulatory activities.
5. Provide leadership and collaboration, technical support and advice to HARI staff and hospital chief financial officers and various peer groups including finance, reimbursement, and utilization review.
6. Manage internal information technology and data systems including Clinical/Financial Discharge System to assure timely and accurate analysis and reporting.
7. Assist with the development and administration of the HARI budget, establishing appropriate controls and communication processes.
8. Oversee accounting activities in conjunction with the President. Oversee accounting files, records, and back-up materials; review accounting entries; review bi-weekly payroll; review invoices and checks, coordinate month-end and year-end closings with outside accounting service; provide auditors with all requested materials and schedules.
10. Direct the development and administration of budgets for association management clients and coordinate associated accounting activities.
10. Represent HARI on various boards, study commissions, and committees as appropriate.
11. Perform other related duties as required.

QUALIFICATIONS

Bachelor's degree, or equivalent, in healthcare administration, public health, or business with a concentration in finance. Five or more years of related experience is required and/or a master's degree in a related field. Solid understanding of Medicare and Medicaid reimbursement of the hospital industry.