

## **Position Title: Finance and Administration Director**

Fulltime | Salary Position

### **Scope**

The successful candidate will be a hands-on/participative manager and will lead and develop an internal team to support the following areas: accounting, business insurance, healthcare insurance, credentialing, human resources and payroll functions. This person will facilitate day-to-day functions for multiple entities by managing cash, staff assignments and workflow, accounting activity as well as support/collaboration to their internal team. In addition, this manager will partner with the Practice Administrator to enhance processes/protocols and maximize capacity for future growth across multiple entities, while building and maintaining excellent relations with internal/external business partners.

### **Qualifications**

- Minimum Bachelor's Degree in Accounting required
- 5 years of experience in managing and leading people
- 3-5 years of relevant accounting experience (medical office preferred)
- 3-5 years human resource experience
- Superior attention to detail and accuracy
- Strong commitment to follow through on inquiries and issues
- Strong analytical skills
- Trustworthy and discrete with confidential matters
- Exceptional verbal and written communication skills with internal and external clients
- Excellent organization skills
- Team player
- Proficiency in QuickBooks, Outlook, Microsoft Excel and Word required

### **Responsibilities**

- Analyze financial needs on a daily basis and transfer funds (as needed) for payroll, automatic loan/mortgage debits and vendor payments in an accurate and timely manner
- Manage the team's scheduling, allocation of duties, and staff development
- Act as the central point of contact with CPAs, banks, investment companies, payroll representatives, insurance brokers, and other agencies as required
- Review daily banking, research and resolve account discrepancies
- Reconcile monthly bank and investment statements
- Review and approve vendor payments on a weekly basis and as needed
- Review, approve, lock and submit payrolls for multiple entities on a bi-weekly basis
- Perform month-end close for multiple entities
- Calculate physician bonuses on a monthly basis
- Formulate and enter payroll journal entries for all entities on a weekly, bi-weekly and monthly basis

- Pay employee expense reimbursements, refunds, cleaning, parking, mortgages, tax payments, business insurances for multiple entities on a weekly, monthly and quarterly basis
- Calculate and transfer management fees on a monthly basis
- Transfer monthly rent and parking to applicable entities
- Ensure all rental income is received each month in various entities
- Calculate, file and pay sales tax for applicable entities on a monthly and quarterly basis
- Review financial statements, research and resolve account discrepancies for multiple entities
- Prepare and send financial information for multiple entities to Practice Administrator and other Business Partners as needed
- Compile information and participate in CPA audits and reviews for multiple entities on an annual basis
- Perform Notary Public Services for various business documents
- Notify Practice Administrator of any irregularities in finances, business or staff issues and make suggestions to resolve them
- Reconcile and maintain petty cash
- Perform Accounts Payable duties as back-up
- Calculate and pay CRNAs semi-monthly for Anesthesia Care Associates
- Lead team meetings as well as 1:1 sessions with each direct report

Note: Additional duties may be assigned as required.