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[www.RVMC.org](http://www.RVMC.org)

## **CHIEF FINANCIAL OFFICER**

### **Summary**

Provide strategic leadership, direction, management, planning, and guidance in all financial areas affecting Ruby Valley Medical Center (RVMC). Ensure accuracy in all accounting and financial services. Establish and maintain internal controls. Serve as an executive officer within the senior executive leadership team at RVMC. Oversee all operational aspects of finance, revenue cycle, HIM, patient access, and accounting activities. Reports to the CEO.

### **Essential Functions**

- Prepare and finalize monthly and annual financial reporting materials for the Board of Directors in a timely manner.
- Prepare budget, financials and cost reports for the facility.
- Coordinate all audit activities
- Prepare and assist all departments of the facility in processing and preparing all financial reports as needed and requested.
- Work with the CEO, hospital board, and employees to develop financial goals and objectives for RVMC.
- Provide proactive, sound guidance regarding management of assets and investments, and financial trends within the facility.
- Ensure timely and accurate completion of required financial filings of the organization.
- Work with Director of Revenue Cycle to ensure the accurate, efficient, and compliant processing of patient services information for billing and collection purposes.
- Keep informed and ensure compliance with federal, state, and local rules and regulations including those imposed by the U.S. Congress, CMS, Montana Medicaid, TriCare, The Joint Commission, and the Montana Legislatures.

## Competencies

- Regular, predictable, and reliable attendance at work
- Ability to handle multiple assignments, achieve deadlines, and monitor and absorb constant changes in the industry.
- Maintain a pleasant demeanor and attitude of service to both those inside the organization and outside.
- Be able to communicate financial information to match the level of the intended audience.
- Be committed to continuous learning and improving both as a leader and a technical expert.
- Ability to analyze, understand and report financial data that supports decision-making.

## Qualifications

- Bachelor's degree in Accounting, Business Administration, Finance, or related field required.
- CPA required.
- Strong leadership skills.
- Previous experience in a healthcare setting required.
- Critical Access Hospital experience preferred.

## Physical Requirements

**Office Equipment Used:** Computer, Calculator, Printer, Fax Machine, Copier, Telephone.

**Work Environment:** While performing the duties of this job, the employee works around others, sometimes works with the public and usually works inside. The noise level in the work environment is typically moderate.

**Physical Demands:** While performing the duties of this job, the employee is required to use hands and finger, handle or feel objects, and to type on a key board. The employee is required to stand, sit, talk, write, hear, and read. The employee may be required to sit for extended periods of time, walk, stoop, kneel, and reach with hands and arms.

**Vision Demands:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental/Motor Demands:** While performing the duties of this job, the employee performs non routine and routine work. The employee frequently exercises flexibility (ability to shift from one task to another). While working, the employee must problem-solve and think critically in order to apply knowledge and skill. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in interaction which requires oral communications and written communications. Memory, reasoning and exercising judgment are constantly used/required on this job.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_