

FISCAL ADMINISTRATOR

FUNCTION OF THE JOB

Under direction, administers the fiscal operations, revenue cycle management, and financial reporting for a major department; performs responsible supervisory and advanced professional work involving planning, organizing, managing, and directing the financial management, financial reporting and fiscal control; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops and prepares a detailed department budget including projections of expenditures and revenues, analysis of alternative funding sources, analysis of program and operating costs, and development of fee schedules and service rates; prepares and presents detailed justifications.
2. Directs the collection, tabulation, and analysis of detailed financial and statistical data for the preparation of complex fiscal reports.
3. Develops, implements, and maintains department financial policies, procedures, and activities covering receipts, disbursements, cash management, checking and investment accounts, journal entries, fund transfers, and internal control; manages departmental accounts receivable collections.
4. Develops, plans, organizes, and implements current and future strategies to bill customers, process payments, minimize bad debt, improve cash flow, and manage the overall health of the agency's receivables.
5. Directs and coordinates the process of fees, collections, and revenues including new funding sources.
6. Identifies best practice revenue cycle processes and implements solutions; analyzes performance for all revenue cycle metrics.
7. Monitors and evaluates the efficiency and effectiveness of division operations, analyzes business operations and processes, ensures compliance with Waukesha County policies and procedures, and makes recommendations for improvement.
8. Monitors monthly revenue cycle key performance indicators.
9. Oversee the Revenue Cycle Management contract for outsourced insurance, patient, and alternate payor billing.
10. Directs the preparation of material for and participates in the Department of Health and Human Services annual budget reviews with the County Executive and County Board Committees.
11. Directs and administers budget monitoring and develops ordinances for the amendment/modification processes, analyzes trends affecting budget needs, and coordinates need for budget modifications following County policies for appropriations of funds and collaborating with other county departments.
12. Coordinates State and County audits and confers with outside auditors on technical accounting and single audit issues.
13. Supervises the preparation of detailed and complex financial accounting and statistical reports including those used to claim State or Federal reimbursements.
14. Coordinates and maintains sophisticated computerized accounting systems including design, implementation, maintenance, and enhancements to the systems.
15. Analyzes new accounting regulations as promulgated by recognized accounting boards and with approval, implements changes to the accounting system which are necessary for compliance.
16. Supervises, selects, assigns, and evaluates employees and handles any personnel issues of the staff.
17. Administers the provisions of financial accounting functions including developing and initiating policies and procedures, coordinating workflow and monitoring production, quality, and quantity of output.
18. Administers grants including preparation of detailed applications and financial and statistical reports.
19. Monitors the execution of the operating budget, analyzes variances from projected expenditures and revenues, recommends corrective action to be taken, and prepares ordinances and fund transfers.
20. Assists in the development and implementation of departmental and inter-departmental accounting reporting procedures, accounting formats, and consults with Information Systems personnel regarding necessary revisions to operating systems.
21. Establishes and maintains effective working relationships with county staff, county board members and committees, general public, external agency administrators, external and internal auditors, and federal, state, and local officials.
22. Ensures that the services and information produced by the department are accurate, timely, complete, and meet the needs and requirements on a Countywide or major department basis and other agencies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

23. Maintains prompt, predictable, and regular attendance.
24. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
25. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles and practices of governmental fiscal reporting, accounting, and payroll procedures.
2. Thorough knowledge of governmental appropriation and budgeting principles and practices.
3. Thorough knowledge of federal, state, and local laws, codes, and regulations, and their effect on the financial operation of the department.
4. Thorough knowledge of revenue cycle processes in a healthcare setting, managed care plans, insurance carriers, referrals, and precertification procedures, CPT, ICD-10, HCPCS, modifiers, coding, and documentation guidelines.
5. Thorough knowledge of third-party reimbursement systems and accounts receivables.
6. Comprehensive knowledge of generally accepted principles, practices, and procedures of governmental fiscal reporting and accounting.
7. Comprehensive knowledge of generally accepted principles and practices of administration and management including organization, controls, procedural techniques, decision making, communications, staffing, and management controls.
8. Considerable knowledge of data processing, terminology, computer applications and capabilities including database, Internet access, spreadsheet, word processing, and departmental programs.
9. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
10. Working knowledge of Medicare, Medicaid, private insurance, and self-pay standards that impact clinical service delivery and reimbursement.
11. Working knowledge of corporate compliance requirements.
12. Ability to gather, analyze, and evaluate data and to make comprehensive recommendations and reports.
13. Ability to utilize a variety of automated business tools such as word processing, database, and financial spreadsheet applications.
14. Ability to establish and maintain effective working relationships with county staff, county board members and committees, general public, external agency administrators, external and internal auditors, and federal, state, and local officials.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
16. Ability to prioritize and coordinate multiple assignments with minimal supervision.
17. Ability to communicate well verbally and in writing and to exercise judgement and discretion in the applications and interpretation of departmental policies, rules, and regulations.
18. Ability to plan, organize, train, assign, and evaluate the work of others.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in accounting or business with major courses in accounting, or a closely related field.
2. Four (4) years of responsible professional work experience in areas of accounting, budget preparation, maintaining expenses, revenues, and general ledgers, or computerized accounting systems.
3. A master's degree in areas listed above may be substituted for one (1) year of the work experience requirement.