

**MOUNTAINVIEW MEDICAL CENTER
JOB POSTING**

POSITION TITLE: DIRECTOR OF FINANCE

Provide strategic leadership, direction, management, planning, and guidance in all financial areas affecting Mountainview Medical Center (MMC). Ensure accuracy in all accounting and financial services. Establish and maintain internal controls. 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 and coordinate all budget, financials, and cost reports for the facility.
- 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 MMC.
- 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.
- Keep informed and ensure compliance with federal, state, and local rules and regulations including those imposed by the U.S. Congress, CMS, Montana Medicaid, Insurances, and the Montana Legislature.

Qualifications

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

Pay: DOE