***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Finance Clinical Department**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Business Finacial Operations

**Job Summary:**

Provides strategic direction and leadership for the control of a clinical department’s financial accounting operations through the development, enhancement, and guidance of its various functions and staff members. Oversees management of complex funding and service agreements, patient billing and managed care contracts. Reviews, analyzes and interprets all financial and budgetary reports to ensure timely and effective decision making by senior management. Collaborates with upper level administrators and other directors within the business unit and throughout the campus in order to ensure the delivery of high quality service.

**Essential Functions:**

* Provide general direction and leadership for all aspects of the financial functions within a clinical department in order to maintain their efficient operation.
* Oversees the income of the division and its programs, including coordinating payments from different budget sources, patient billing, managed care contracts and other sources, as well as managing the purchasing of supplies and other expenses.
* Partner with upper level administrators and other directors on a regular basis in setting strategic goals/objectives and budgets, and/or in fostering improvements in policies/procedures for the entire department.
* Ensure efficient recruitment/interviewing and training functions to continually review strengths and weaknesses in maintaining a staff of well-trained, highly involved, and motivated employees.
* Maintain and nurture effective communication and partnerships throughout the campus by conferring with business unit and campus leadership on issues pertaining to the promotion and understanding of the departmental functions.
* Proactively represent the department through participation in campus meetings and special projects, as well as UMB on an external basis with USM headquarters and other system-wide units.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in finance, accounting, business administration, public administration or an equivalent field is required

Experience: Seven (7) years spent progressively building a background in the financial and business operations of a clinical departmental or office

Supervisory: Five (5) years of experience at a management/leadership level

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1239I

SOC Code: 113030 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9358500

USM eCode: E24126 AAP Code: 1C