

Job Description For Financial Liaison Senior 1104

Summary

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Under general supervision the Senior Financial Liaison serves as the principal finance person of the assigned department(s) and business unit(s), providing direct and proactive support with budget development, performance analyses, and operation and strategic financial analyses. The Senior Financial Liaison ultimately reports to PSH Finance leadership, but has accountabilities to the operational leaders of the assigned department(s) and business unit(s) (inclusive of, but not limited to department chairs, vice presidents of operations, or operations directors). It is general practice that the senior financial liaison has assignments that are more complex and/or higher volume, serving departments with complex finances. The Senior Financial Liaison serves as finance leader, consultant, and educator, and is the finance representative at meetings or on teams and committees. Provides guidance to other staff members on complex financial matters.

Responsibilities

ESSENTIAL FUNCTIONS: The percentage of time spent performing essential functions is 98%. Qualified individuals must have the ability (with or without reasonable accommodation) to perform the following duties:

The Senior Financial Liaison provides the following services to assigned department(s) and business unit(s), in coordination with Penn State Health Corporate Finance shared service areas as appropriate:

Accounting: Review and recommend revenue and expense accruals, verifying appropriate cost center usage and revenue/expense mapping.

Financial reporting: Produce routine (monthly) managerial financial performance reports, including clinical volumes, staffing levels, and other statistics and indicators. Compose analyses with respect to variances from budgets and prior actual results, efficiency measures, and resource utilization statistics. Produce ad hoc reports that meet the demands of the department(s) and business unit(s), for example productivity measures by provider.

Budgeting: Lead the department(s) and business unit(s) annual capital and operating budget processes, aligned with the Penn State Health system overall plan and timing. Create department(s) and business unit(s) annual and long-range capital plans, with close alignment to the chief financial officer. Forecast clinical volumes, plan fixed costs and adjust variable costs to volumes, conduct and/or verify revenue projections, and associate operating budgets to institutional strategic plans. Ensure that the capital and operating budgets reflect the direction of set by management and leadership.

Business planning: Participate in business planning efforts involving the department(s) and business unit(s), and connect with the coordinated shared services business planning office in Penn State Health Corporate Finance. Assemble pro formas and forecasts for new operations and ventures in coordination with the operations management and as an active member of the Penn State Health Corporate Finance business planning effort.

General services: Research financial and statistical information for the department(s) and business unit(s). Work with the finance lead or entity chief financial officer, around areas such as reimbursements, invoice payments, payroll issues, and expense classifications.

Communication: Present routine (monthly) financial and productivity information to department chairs and operations management. Discuss financial management decisions that impacted the outcomes. Relay operational issues and concerns to the chief financial officer.

Collaboration: Serve the team of Financial Liaisons as an active partner to improve processes and services to department(s) and business unit(s). Partner with management and staff to facilitate the resourcing of clinical care. Build constructive working relationships with financial analysts and the staff in Penn State Health Finance. Work with the finance staff of the College of Medicine (if applicable) to ensure appropriate and accurate transfers of funds. Leverage learning resources, internal or external (such as HFMA and others), keeping up to date on relevant industry changes; bring back learnings and share within various finance teams. Provides guidance to other staff members on complex financial matters.

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NON-ESSENTIAL FUNCTIONS: The percentage of time spent performing secondary functions is 2%. The following duties are considered secondary to the essential duties listed above:

Other duties as assigned.

Other Information

MINIMUM QUALIFICATIONS:

Bachelors Degree required.

7 years of experience required.