



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **ASSISTANT HOSPITAL FINANCE ADMINISTRATOR**
(Provisional* Appointment)

SALARY: \$60,695 - \$78,271 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an administrative position, located at Monroe Community Hospital, responsible for assisting the Hospital Finance Administrator manage the financial operations for the facility. Duties involve ensuring the efficient operations of the Hospital's business office, assisting the Hospital Finance Administrator with budget preparation and control, grant funding and analysis of programs and systems. The employee acts for, and in place of, the Hospital Finance Administrator during absences. General supervision is exercised over a professional accounting staff. The employee reports directly to, and works under the general supervision of, the Hospital Finance Administrator or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Finance, Business Administration or a closely related field, plus two (2) years paid full-time or its part-time equivalent professional experience in either fiscal affairs**, accounting, auditing, financial analysis, reimbursement analysis or working at or with a medical payment agency, all of must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Business Administration or a closely related field plus three (3) years paid full-time or its part-time equivalent professional experience as defined in (A) above, two (2) years of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Fiscal affairs, for the purposes of these minimum qualifications, is defined as 'of or relating to' managing expenditures, revenues and debt, and other business operations.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: June 7, 2018

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.