



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: HOSPITAL FINANCE ADMINISTRATOR

SALARY: \$78,670 - \$101,337 annually

LOCATION: Monroe Community Hospital

HOURS: Monday - Friday 8:00am - 5:00pm

JOB SUMMARY:

This is an administrative position, located at Monroe Community Hospital, responsible for all financial operations including the business office, applications for grant funding, analysis of hospital programs and systems, and budget preparation and control. General supervision is exercised over an Assistant Hospital Finance Administrator and other professional, technical and clerical staff. The employee reports directly to, and works under the general supervision of, the Executive Health Administrator. Does related work as required.

PROPOSED 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 four (4) years paid full-time or its part-time equivalent professional experience in fiscal affairs*, accounting, auditing, financial analysis, reimbursement analysis or working at or with a medical payment agency, two (2) years of which must have been at 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 five (5) years paid full-time or its part-time equivalent professional experience as defined in (A) above, two (2) years of which must have been at 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 government expenditures, revenues and debt'.

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 1, 2018

Posting Deadline: Until Filled