



Position Class Code/Title: X8019 Executive Director, Clinical Finance and Business Systems

FLSA: EXEMPT

Grade: AE99

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

SUMMARY

Reporting to the Health System Vice Chancellor of Clinical Affairs, the Executive Director will be responsible for the development of the Health System's integrated clinical and financial reporting systems. Responsible for the oversight of the gathering, reporting, and analyzing of financial and clinical; combining the best of financial, business intelligence and clinical information intelligence to enable optimal execution of short and long term strategic business decisions for the benefit of the UNM Health System delivery programs and the Health Sciences Center.

DUTIES AND RESPONSIBILITIES

1. Provide financial and business operational reporting expertise to include the oversight of tracking and reporting of financial performance and operational goals.
2. Propose, develop and implement strategies and tactics to enable the UNM Health System to embrace the industry shift away from the fee-for-service payment model toward reimbursement based on quality, value, cost-containment, and risk-based reimbursement.
3. Maintain continuous lines of communication keeping Executive Team and University stakeholders informed on all critical issues.
4. Strategize closely with teams and project managers across the UNM Health System to ensure complete alignment across stakeholders on the healthcare delivery programs.
5. Provide leadership in the development of policies and guidelines, including planning for large projects.
6. Oversee, direct, and organize the work of the clinical and business intelligence team.
7. Provide leadership to and collaborate with finance and operations managers within the Health System to ensure financial and operational information culminates into actionable deliverables for providers and front line employees.
8. Oversee and provide data and analytical support for the Health System and its component units' strategic and operational plans, to include:
 - Provide high-level financial and operational modeling for new and/or expanding programs.
 - Develop Cost of Production and Funds Flow modeling.
 - Develop rolling forecast using productivity-based models as basis for activity.
 - Provide analytical support to the Health System's internal management team including development of internal management reporting capabilities.
9. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

Business or Accounting degree; CPA or CPA candidate preferred. Minimum 7 years' experience in a role with clinical or financial management experience.

Verification of education and licensure (if applicable) will be required if selected for hire.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Excellent judgment and creative problem solving skills.
- Self-reliant, good problem solver, results oriented.
- Strong written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and staff.

CONDITIONS OF EMPLOYMENT

- Must be employment eligible as verified by the U.S. Dept. of Health and Human Services Office of Inspector General (OIG) and the Government Services Administration (GSA).
- Must pass a pre-employment criminal background check.
- Fingerprinting, and subsequent clearance, is required.
- Must provide proof of varicella & MMR immunity or obtain vaccinations within 90 days of employment.
- Must obtain annual influenza vaccination.
- If this position is assigned to a clinical area, successful candidate will be required to complete a pre-placement medical evaluation/health screen. Required N-95 mask fitting, testing, vaccinations to include annual TST, Tdap, and Hepatitis B will be determined based on location and nature of position.

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

REVISED DATE: 1/2018