

## Employment Opportunities

EO-243

January 11, 2021

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Additionally, blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office.

Employment Opportunities are typically included in our bi-weekly *e-News* newsletter. However, due to all the rapid changes with COVID-19, LeadingAge Wisconsin staff has temporarily discontinued sending issues of *e-News*, but instead are sending COVID-19 Updates on a daily basis. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

[www.leadingagewi.org/services-education/employment-opportunities](http://www.leadingagewi.org/services-education/employment-opportunities).

### **EO-807      Fiscal Manager – Kenosha, Wisconsin**

Are you a fiscal professional contemplating your next move? Andrea & Orendorff (A&O) may be the place for you. We’ve built a successful, stable firm poised to embrace future opportunities and we need smart, friendly, and dynamic fiscal professionals to join us.

A&O is not like other firms, and we want you to experience the difference. In our firm, our people come first. We invest in tools and technology that enables our team to perform their work efficiently, from anywhere, with the greatest flexibility. You’ll make a real difference for clients by building relationships with them and applying your knowledge to help them solve their challenges and capitalize on opportunities. We invest in training and professional development for all our people to support your personal growth while you also acquire new skills. And with lots of opportunity for career progression, A&O is a place in which you can make a meaningful contribution to the firm, your clients and others around you for years to come. Visit our website at: [www.aocpa.net](http://www.aocpa.net).

To be a good fit, you must a team player with strong work ethic. You need accounting experience, excellent verbal and written communication skills and the ability to articulate and interpret complex information.

Andrea & Orendorff LLP has an excellent opportunity for a Fiscal Manager in our Government Services Division, working at the five-star rated nursing home/assisted living facility of Kenosha County, Wisconsin (<http://kenoshacounty.org/224/Brookside-Care-Center>). This position would be located at the County facility outsourced as the firm's employee backed up by our fiscal team.

We continually strive to create a work environment that embraces change, strengthens quality of life, improves productivity, and allows team members to pursue personal and firm goals. We encourage creativity, enthusiasm and personal development.

We offer a flexible work environment, including remote work options; full benefits including paid time off, 401K with employer contribution, health/dental/disability/life insurance; tuition reimbursement. Market rate salary commensurate with experience.

#### **THE IDEAL CANDIDATE WILL HAVE:**

- A Bachelor's Degree in Accounting, Finance, Public Administration, Business Administration or related degree is required plus a minimum of five (5) years' experience.
- Master's degree preferred.
- Successful management experience in directing and managing financial operations of a health care or senior living/long term care organization is required.
- Knowledge and experience with third party reimbursement including Medicare, Medicaid and the changing healthcare reimbursement environment is preferred.
- Must possess ability to develop, review, interpret and relay financial information to management, governance and staff with strong communications skills.
- Must be action-oriented, have business acumen, manage conflict well, be customer focused, have high decision quality, flexibility to adapt to ongoing change and have organizational agility. Ability to work with minimal supervision and exercise independent judgment.
- Developed computer skills and advanced working knowledge of Microsoft Outlook, Excel and Word, is required. The County uses Dynamics AX as its ERP system and recently implemented an updated EHR software for the facility.
- Due to the nature of our industry; confidentiality, honesty and ethical behavior is of the utmost importance.

#### **RESPONSIBILITIES OF THE POSITION**

- **MAXIMIZATION OF REVENUES** – Oversees Medicare, Medicaid, and private pay billing and timely collections to maximize revenue and minimize write offs. Oversees completion of the annual Medicaid report.
- **SUPERVISION OF FISCAL STAFF** – manages staff who perform accounts payable and accounts receivable billing and collections and day-to-day operations.

- ANALYSIS - Demonstrated creative ability to develop and analyze budgets and financial plans and projections, prepare financial schedules, and produce accurate and concise reports for management and governance.
- INTERNAL CONTROLS AND COMPLIANCE – the facility follows the guidelines of the county government structure always looking for ways to improve processes and internal controls.

Please forward your resume to Candace Krahn at [CandaceK@aoapa.net](mailto:CandaceK@aoapa.net).