

Employment Opportunities

EO-509

February 7, 2025

“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.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1109 Finance Director – Seymour, Wisconsin

The primary purpose of your job is to direct the financial department in accordance with current applicable federal, state and local standards, guidelines and regulations, and as directed by the Executive Director, to assure that all internal and external financial reporting and is completed accordingly and in a timely manner. This position is also responsible for the development, analyzing, and forecasting of financial information for the corporation and management of the organization's contractual agreements. Contracts will be evaluated and analyzed for possible revision and financial integrity on behalf of the organization. All contracts will be renewed or allowed to expire upon consult with Executive Director only.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

1. Should possess a four-year degree in accounting.
2. Should have a minimum of three years' experience in corporate strategic financial planning in long term care.
3. Should have previous experience with software and database programs including spreadsheet analysis. Knowledge of PointClickCare and Enterprise Financials software.
4. Requires strong attention to detail and accuracy in all products produced.

The Finance Director shall:

1. Has ability to coordinate and implement new forecasts/budget PC programs which includes links between corporate software including AR/AP files, financial schedules, and medical records.
2. Has excellent communication/organizational skills and team approach to problem solving.
3. Identifies opportunities to enhance revenue and reduce expenses in all phases of operations, including ongoing review of all contractual agreements. Outcomes of this analysis will be forwarded to the Executive Director for review and approval, prior to action by the Finance Director.

4. Must be intimate with the roles and tasks of subordinates. The Finance Director shall ensure that all tasks are completed with integrity and efficiency. It is the expectation that the Finance Director shall support subordinates during periods of high workload and assist in completing subordinate tasks in a timely manner during these peak periods. The Finance Director shall be accountable for subordinate's workload during periods of transition, vacancy and time off.
5. Completes financial strategic planning, in conjunction with Executive Director, and coordinates all financial reporting.
6. Prepares monthly financial statements for the corporation.

STAFF DEVELOPMENT

1. Attends and participates in workshops, seminars, etc., to maintain awareness of financial environment and the current changes in health care finance and human resources management.
2. Assures that appropriate training records are maintained for staff personnel.

BUDGET AND PLANNING FUNCTIONS

1. Assists in the development of department budgets in coordination with Program Leadership and the Executive Director.
2. Prepares the organizations operating budget for approval by the Executive Director.
3. Maintains insight of current economic conditions/situations and recommends adjustments to the Executive Director to assure that the objectives of the facility can be maintained.

WORKING CONDITIONS

1. Works in office areas as well as throughout the facility.
 2. Sits, stands, bends, lifts and moves intermittently during working hours.
 3. Is subject to frequent interruptions.
 4. May be subjected to infectious diseases, waste, conditions, etc., including the potential exposure to the AIDS virus and Hepatitis B viruses.
 5. Works beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.
 6. Maintains a liaison with other department managers/supervisors concerning financial matters.
- *Closes 01-Mar-2025 (CST)*
 - *Nursing Home in Seymour, WI, USA*
 - *Salary - \$92,000-120,000 per year (based on experience)*
 - *Full Time*
 - *Health, Dental, Vision, Life, PLD, 403B with company match*

Interested applicants can apply online at: <https://gssltd.applicantpro.com/jobs/3633436>