

Director of Finance & Business Operations

JOB SUMMARY

Our Hospice of South Central Indiana is looking for a collaborative Director of Finance & Business Operations to join their team. Our Hospice of South Central Indiana believes in the privilege of caring for patients and promotes the mission of the organization in all aspects of their operations. Winning as a team while caring for others is what they are all about! The successful candidate will be skilled in strategic financial operations, have a desire to lead and grow the capacity of the organization, and promote organizational success through financial operations. As a member of the leadership team the Director of Finance & Business Operations will be an advisor, resource, and role model for the organization.

As a member of the Our Hospice team you will have the privilege supporting mission driven work while working autonomously on financial success initiatives, enjoying a flexible hybrid work schedule, and collaborating with functional stakeholders throughout the organization.

POSITION RESPONSIBILITIES

- Provides leadership and direction to business operations that ensure compliance with the vision, mission, and objectives of the organization while balancing the need for quality, and cost effective services.
- Develops and communicates the long range financial, operational, and capital budgeting initiatives.
- Preparation of financial, operational and capital budget projections
- Provides strategic financial input and leadership on decision making issues affecting the current and future services of the organization.
- Directs the Business Operations' department and engages staff to ensure continued operational success.
- Performs additional duties and/or other responsibilities as assigned

DESIRED ATTRIBUTES

- Evidence of strong moral character and ethical behavior.
- Ability to work well with others, inspire confidence and respect.
- Experience in leading a team of different areas of function.
- Strong planning and problem-solving skills, ability to anticipate barriers and develop alternative strategies.
- Proven managerial skills, strong oral and written communication skills, excellent listening skills, excellent interpersonal and motivational skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to communicate effectively with all levels of hospice staff, including the Board of Directors.

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- Working knowledge of federal and state laws and regulations pertaining to hospice programs.

QUALIFICATIONS

- Bachelor's degree (B.S or B.A)
- Masters Degree or MBA preferred
- Certified Public Accountant (CPA) license Required
- 7+ years of experience of related financial operations
- 10+ years of experience managing business operations
- Familiarity with the healthcare environment and health systems preferred