

Healthcare Senior

Location: Orlando, FL

Healthcare Senior is a professional position for employees with advanced educational preparation and full-time work experience in the following areas: cost report preparation and review, financial statement preparation, auditing, prospective financial statement preparation, operational consulting or market analysis with skilled nursing, senior housing, or other designated clients. The Healthcare Senior has demonstrated leadership abilities at the Staff II - Healthcare level and now developing their area of specialization for future individual and Firm growth. The senior assumes responsibility for engagements, increasing and strengthening client and other strategic relationships, and begins to develop an area of specialization for future individual and Firm growth.

This position prepares and supervises staff in the preparation of cost reports, the examination and analysis of historic accounting records or prospective financial statements, and the preparation of operational analysis. The Healthcare Senior also has responsible for responding to clients governmental or other inquiries as necessary. The *Healthcare Senior assists with* planning, budgeting, and delegating responsibility to the subordinate healthcare professional team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Basic Duties

- Maintain an annual production level as set by the Board of Directors.
- Maintain a minimum of 90% realization rate on work performed.
- Maintain highest professional ethics and promote the profession.
- Stay current with the laws and rulings through reading literature and attending courses.
- Recognize the various industries the Firm is currently servicing.
- Assist with the preparation of budgets for all engagements and forward those budgets to involved staff.
- Make recommendations regarding improved operations and efficiencies of the Firm.
- Increase industry knowledge.
- Assist with supervision and evaluation all administrative and professional functions of subordinates.
- Exercise due professional care in the performance of all services

Engagement duties

- Adequately plan, schedule and supervise the performance of all services.
- Identify exposure areas in the engagements and determine how each area will be addressed, document with shareholder approval.
- Ensure that engagement work is completed within predetermined time budgets and plan.
- Obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations in relation to all services.
- Review all workpapers and work product before submission for further review.

- Make recommendations, after conferring with manager/shareholder, regarding improving operations and financial position of the client.
- Communicate effectively, in harmony with the manager on the engagement.
- Prepare reports for management concerning scope of the work performed, conditions found, and recommendations made.
- Work directly with clients to meet their needs, while communicating the status to supervisors/manager/shareholders.
- Assist with review of workpapers and work product prepared by staff before submission for further review to ensure that all work performed is free of material misstatement.
- Ensure that engagement work is completed within predetermined time budgets.
- Bill clients in a timely manner for engagements completed, including drafting invoices to clients as directed by management.
- Complete written and verbal correspondence.
- Insure that all client engagements, regardless of complexity, are handled in an efficient, timely and professional manner.
- Assist in management of client deadlines and their engagement responsibilities.
- Increase proficiency in special client services and business advisory skills.

Additional duties – as requested

- Prepare rate calculations, Medicaid, Medicare, and AHCA reports.
- Prepare prospective financial statements included in feasibility studies and acquisition engagements.
- Preparation of market studies.
- Prepare training materials and conduct training sessions for clients and employees.
- Prepare PFA's for licensing.
- Assist clients with billing and licensing questions
- Prepare appeals.
- Review adjust adjustments proposed by the Medicare and Medicaid programs.
- Assist in the review process as necessary.
- Assistance/preparation financial projections for certificate of need applications.

SUPERVISORY RESPONSIBILITIES

The *Healthcare Senior* assists with supervising *Healthcare Staff I & II and Para-Professional* positions as well as any personnel from other disciplines assigned to their engagements. The *Healthcare Senior* assumes full charge of the engagement and carries out supervisory responsibilities in accordance with the organization's policies. Responsibilities include assisting with training employees; planning, assigning, and directing work; performance evaluations; and addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A. or B.S.) in accounting from a four-year college or university, a fifth-year university program degree or a Master's degree (M.S.), and four-plus years relevant experience.
State of Florida CPA - required

COMPUTER SKILLS

Strong computer skills are required to function comfortably in a computer-driven environment. The employee is expected to take initiative to achieve competency with the Firm-authorized software.

State of Florida Driver's License

Proof of auto insurance

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