



**CITY OF TAUNTON
MASSACHUSETTS**

HUMAN RESOURCES DEPARTMENT

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**POSTING
FISCAL AGENT
TAUNTON NURSING HOME**

This position directs all financial affairs of the facility using generally accepted accounting principles, including accounting, payroll, business office, purchasing, billing and reimbursement, credit and collections, and other financial matters as directed by the Administrator. As the Fiscal Agent, the position is delegated the administrative authority, responsibility and accountability necessary for carrying out assigned duties. This is a City of Taunton Management Association position (COTMA).

Job Functions

Plan, develop, organize, implement, evaluate and direct the financial affairs of the facility under the direction of the Administrator. Develop and produce monthly and year-end financial statements, annual budgets and cash flow. Present these to Administrator and assist that office in interpreting and utilizing the financial data. Interpret and present the facility's accounting policies and procedures to employees, residents, family members, visitors, government agencies, etc. as necessary. Ensure TNH staffing for all departments is maintained. Serve on various committees of the facility as required. Assist Administrator in financial negotiations with outside entities and report delinquent accounts to Administrator. Establish payroll accounting methods. Assist all department heads in the review and planning of their department's annual or periodic budgets. Assist, when requested by Administrator, in advising residents on financial matters that will promote their highest well-being.

Qualifications

Bachelor's Degree in Business Administration with 5-7 years of health care finance experience required. Experience in skilled nursing facility billing for all payer classes including Medicare, Medicaid and all other insurances.

Salary Range:

Step 1: \$1,015.63 – Step 10: \$1,160.55. This is a 40 hour per week position.

Detailed job description available from Human Resources Department upon request.

Submit cover letter and resume in confidence by July 29, 2016 or open until filled to:

Human Resources Department
141 Oak Street
Taunton, MA 02780 or hrjobs@taunton-ma.gov

The City of Taunton is an M/F/EEO Employer.

Posted: SKP