

COAST LIFE SUPPORT DISTRICT
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SCOTT FOSTER, DISTRICT ADMINISTRATOR
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EVAN DILKS, OPERATIONS MANAGER
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JOB ANNOUNCEMENT

District Fiscal Officer

- Part-time, 20-32 hours/week,
- Salaried \$24.8K to \$48.9K/year, depending on hours and experience
- Health insurance benefit

POSITION SUMMARY:

Reports to: District Administrator

Responsible for all patient billing, accounts receivable and accounts payable operations. Conducts bookkeeping and related administrative functions; conducts financial analysis and provides financial reports as required; maintains District business correspondence, billing and collections records, and general human resources and business records. Has working knowledge of MS Excel, QuickBooks, and PowerPoint.

ESSENTIAL FUNCTIONS:

1. Responsible for all essential District financial functions:
 - a. Collections on all District receivable accounts. Includes patient and insurance billing; all patient correspondence; all insurance correspondence including appeals.
 - b. Responsible for payments on all district payable accounts.
 - c. Conducts bookkeeping functions to the extent allowed by separation of transaction duties.
 - d. Serves as District Payroll Officer. Includes payroll liability payments; CalPERS reporting and payments.
2. Conducts financial analyses as requested and prepares reports.
 - a. Assists District Administrator in budget development, monitors budget execution and makes recommendations for budget changes.
 - b. Prepares monthly Accounts Receivable Report and Write-Off Report for Board approval.
 - c. Assists District Administrator in supporting Board of Directors' financial report requirements.
3. Audits. Serves as primary point of contact with auditor team. Maintains files and records for all district audits.

4. Maintains District accounting and billing software.
5. Serves as Human Resources records administrator
 - a. Maintains HR records
 - b. District contact for California Ambulance Association, California Special Districts Association, Special Districts Risk Management Authority, CalPERS
 - c. Annually reviews District worker compensation and insurance policies.
 - d. Maintains District records for the Fair Political Practices Commission (Form 700)
6. Maintains schedule for Training Center Facility.
7. HIPPA compliance officer
8. Other administrative duties as requested by District Administrator including but not limited to: Finance Committee representative, attend board meetings, serve as board recorder.

QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting, or related field, or equivalent experience
- Experience in financial operations and analysis in a healthcare organization, to include budgeting, accounting, analysis and reports.
- Familiarity with ambulance billing procedures or equivalent experience
- Familiarity with fundamentals of billing and accounts payable processes
- Familiarity with QuickBooks, Excel, PowerPoint, and Word.

APPLICATION INFORMATION: Please send a letter of interest and resume to District Administrator Scott Foster at the above email or USPS address. Application period will close Friday, July 18, 2014. Interviews of qualified applicants will be conducted July 21-25, selection announcement July 25.