



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

MANAGER II, FIRE/EMS BUSINESS

FLSA Status: *Non-Exempt*

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs advanced professional work overseeing the business and financial operations of the Fire and EMS Department, including planning, organizing, assigning, conducting, and evaluating the financial and business operations of the Department; coordinating activities among the Department's functional areas; and assisting the Fire and EMS Director in long-range business and financial planning of the Department. Work is performed under the general supervision of the Fire and EMS Director.

This is sedentary work requiring the exertion of up to 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administers the County's Emergency Medical Services (EMS) Revenue Recovery Program, reconciling the billing of ambulance transports, managing customer service calls related to patient accounts, performing data entry, (The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Records medical transcripts and ensuring Medicare billing compliance. Researches and develops business and financial policies and procedures.;

Assesses the need, applicability and impact of individual policies and procedures on organizational operations and administration; evaluates conclusions and recommends alternative strategies;

Develops and implements data collection process necessary to carry out analysis; determines methodology to utilize applicable criteria. Evaluates conclusions and recommends alternative strategies;

Researches and analyzes financial data and information related to the programs and activities of the Department, as well as those proposed for the Divisions;

Oversees the preparation of the Department Annual Report through the collection, analysis, and arrangement of annual statistical information;

Conducts and supervises a wide variety of special projects in the Department including policy analysis and development, as well as financial impact of program and facility development;

Prepares written and oral reports for action by the Fire Chief, County Administrator, and/or Board of Supervisors;

Develops and monitors Fire Department internal control policy and internal audit function;

Oversees the selection and administration of information technology systems to include hardware and software for all Division operations;

Conducts periodic reviews of all Department financial systems to ensure compliance with Generally Accepted Accounting Principles;

Assists with management and coordination of public education requests and outreach events;

Reconciles budgets, purchases and orders equipment and supplies;

Assists with the management and coordination of and prepares financial reports for Fire & EMS grants;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of accepted principles of budgeting, accounting, and financial analysis, collections and accounts receivable operations. Considerable knowledge of policies, procedures, regulations, laws and status relating to all aspects of medical accounts receivable program management. Includes HIPPA, Medicare and Medicaid laws and compliance. Ability to successfully apply program management principles and techniques. Ability to prioritize multiple tasks, prepare, monitor and adjust the budget; the ability to utilize spreadsheet and database systems sufficiently to perform the assigned duties;

must be able to work independently to resolve problems and/or complaints in a consistent, fair manner. Must communicate effectively both in oral and written format.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to Bachelor's degree in accounting, public administration, business, healthcare, or a related field and considerable professional accounting experience.