

## **VACANCY ANNOUNCEMENT**

### **CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

**DATE POSTED:** 11/10/08  
**JOB TITLE:** FISCAL MANAGEMENT OFFICER (REVENUE CYCLE OFFICER)  
**RECRUITMENT NO.:** HMC 184-08  
**STATUS:** PERMANENT/FULL-TIME  
**JOB LOCATION/DEPT.:** HILO MEDICAL CENTER, PATIENT ACCOUNTING  
**SALARY:** \$ NEGOTIABLE EM-05, BU:35

**JOB DUTIES:** RESPONSIBLE FOR ENHANCING AND MAINTAINING A PROPERLY FUNCTIONING REVENUE CYCLE PROCESS THROUGH A CROSS-DEPARTMENT ORGANIZATIONAL STRUCTURE. FROM INFORMATION ACQUIRED ON CLINICAL SERVICES AND PAYMENT PROCUREMENT, THE REVENUE CYCLE OFFICER PROVIDES THE REQUIRED RESOURCES TO IMPROVE CORE CLINICAL DELIVERY AND PROTECTS THE ASSETS OF HILO MEDICAL CENTER. THE REVENUE CYCLE OFFICER ALSO PROVIDES OVERSIGHT OF SIMILAR FUNCTIONS FOR THE OTHER REGIONAL FACILITIES. ASSISTS WITH STRATEGIC PLANNING, STAFFING ISSUES, BUDGET AND COST ANALYSIS AND PERFORMS OTHER RELATED DUTIES AS ASSIGNED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

**MINIMUM QUALIFICATIONS:** To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

**EDUCATION:** Graduation from an accredited college or university with at least 12 semester hours in accounting and/or auditing subjects.

**EXPERIENCE:** Except for the substitutions provided for in these specifications, applicants must have had progressively responsible experience of the kind and quality described below:

**Fiscal Management Experience:** Five (5) years of professional accounting and/or auditing experience which involved participation in the preparation of budgets and the development of long-range financial plans.

**Supervisory Experience:** One (1) year of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

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## **FISCAL MANAGEMENT OFFICER (REVENUE CYCLE OFFICER)**

### **PAGE 2**

**Quality of Experience:** Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered; e.g., the experience must have demonstrated that the applicant has (1) a good working knowledge of the theories, principles, practices and techniques of accounting; (2) the ability to devise and modify accounting methods, techniques and procedure, and to gather and analyze facts and draw sound conclusion; and (3) a working knowledge of governmental organization and functions.

**Non-Qualifying Experience:** Experience in such positions as the following will not be accepted as qualifying professional experience: (1) bookkeeper or minor accounting or clerical positions; (2) accounting or bookkeeping machine operators; (3) such positions as those of office managers or owners of business who supervise accountants, auditors or bookkeepers, but do not participate in the accounting or auditing work with responsibility for its technical adequacy; and (4) positions concerned with taxation matters not requiring the application of generally accepted accounting and auditing principles.

### **SUBSTITUTIONS ALLOWED:**

**Substitutions of Experience for Education:** The following types of experience may be substituted for education on a year-for-year basis.

- A. Professional accounting or auditing experience.
- B. Responsible experience which involved maintaining general journals and general ledger accounts and related books and accounts, and preparing balance sheets and profit and loss statements and related accounting and financial reports. Experience of this nature may be gained by employees performing duties as principal bookkeepers or other responsible specialized classes requiring the preparation and/or analysis of financial statements and accounting reports.
- C. Any combination of A and B above.

### **Substitution of Experience for 12 semester hours in accounting and/or auditing subjects:**

Six (6) months of the above experience may substitute for 12 semester hours in accounting and/or auditing subjects:

### **Substitution of Experience and Education:**

- A. Possession of a bachelor's degree from an accredited college or university with a minimum of 24 semester hour credits in accounting subjects may be substituted for one (1) year of the required Fiscal Management experience.
- B. Possession of a master's degree in accounting from an accredited college or university may be substituted for two (2) years of the required Fiscal Management experience.
- C. A Certified Public Accountant (CPA) Certificate obtained through written examination may be substituted for the educational requirements plus four (4) years of the required five (5) years of Fiscal Management experience.

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS.**

**QUALITY OF EXPERIENCE:** Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

**Note:** We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

**CITIZENSHIP AND RESIDENCE REQUIREMENT:** Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

**VETERAN'S PREFERENCE:** If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

**CRIMINAL/BACKGROUND, CREDENTIALING CHECKS:** Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

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**HOW TO APPLY:** Applications are available at the **HILO MEDICAL CENTER**, Human Resources Office, 1190 Waiianuenue Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: [hmcrecruit@hhsc.org](mailto:hmcrecruit@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). **Application hours are: 9:00 am – 2:00 pm** at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with “Continuous Recruitment Until Needs are Met” will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

**STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS:** If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the **twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

2/1/07