

## **DIRECTOR OF FINANCIAL SERVICES**

### **St. Clare Newport**

The mission of St. Clare has remained unchanged since the Daughters of the Holy Spirit arrived in Newport in September 1909 and began their ministry of caring for the sick and elderly. Today, St. Clare Newport has just completed an exciting and extensive addition to the facility, nearly doubling its size. With this extraordinary growth, comes an extraordinary opportunity.

St. Clare in Newport is seeking a full time Director of Financial Services to oversee the financial operations of the facility. This includes most, if not all, financial activities of the facility and administration of the human resource function including payroll and benefits.

The Director of Financial Services will report directly to the Executive Director. Together they will develop, implement and administer financial policies and procedures. Working closely with the Business Manager, the Director of Financial Services will oversee the preparation of the budget, annual reports, interim reports, general ledgers and other monthly reports. The Director will monitor the operating budget and will have ultimate responsibility for all bookkeeping functions, including but not limited to, accounts payable and receivables and all other related revenues and expenses. This person will ensure that all federal, state and local taxes are paid in accordance with federal, state, and local regulations. They will be responsible for all Medicare, Medicaid and other reimbursements from all state and federal agencies. Finally, this person will be responsible for supervising a team of financial professionals.

The well qualified candidate will have a Bachelor's degree in accounting, a CPA and at least 5 – 10 years of experience, preferably in a healthcare environment with exposure to Medicare/Medicaid reimbursements and a variety of payment sources. Must have supervisory experience and a general knowledge of QuickBooks and MS Office software. Practicing Catholic in good standing with the church preferred.

Please send cover letter and resume to:

**John Bittner**  
**Human Resource Director**  
**Diocese of Providence**  
**1 Cathedral Square**  
**Providence, RI 02903**

Or email to:

[jbittner@dioceseofprovidence.org](mailto:jbittner@dioceseofprovidence.org)