Off-Campus Employment

Job posted on 2013-07-12 by joanna.distefano; posting expires on 2013-08-15

Employer: Healthcare Management Solutions, LLC

Position: Director of Finance - Fairmont, WV

Job Description: Full Time, Permanent,

Healthcare Management Solutions LLC (HMS) has an immediate opening for a Director of Finance in our Fairmont, WV office. The Director of Finance is responsible for the management of day-to-day business and finance activities.

Duties and Responsibilities:

-Analyze operations to evaluate performance and determine areas of potential cost reduction, program improvement, or policy change

-Perform professional, management level accounting functions providing accurate and timely financial statements and reports

-Responsible for financial planning, budgeting and financial analysis

-Establish departmental responsibilities and coordinate functions among departments and sites

Qualifications: Qualifications:

-At least four years of experience specifically with government accounting and cost accounting software is required, Deltek preferred

-Ability to understand and insure compliance with Government Contracting regulations and Cost Accounting Standards

-Ability to use a variety of office equipment, computer hardware and software, and must be able to effectively and efficiently manage assigned employees

Minimum Education and Experience:

-A minimum of a Bachelorâ€™s Degree in Business with a major in Accounting and seven years of accounting work experience, and management of employees is required

-CPA preferred but not required

Perferred Major(s): Accounting; Associates Degree - Business; Management; Marketing;

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Application Instructions: To apply: Please submit a current resume at www.hcmsllc.com by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: hr@hcmsllc.com or via phone: 304.368.0288.

Healthcare Management Solutions, LLC has established an Affirmative Action Plan. HMS is deeply committed to the concept and practices associated with equal opportunity and affirmative action in all aspects of employment. HMS makes clear that all applicants will be treated without regard to race, color, sex, religion, national origin, age, disability, or genetic information, or any other protected characteristics under applicable law.

This company does not tolerate unlawful discrimination in its employment practices. We recognize the value of diversity in our workforce, and encourage all qualified candidates to apply. We thank all candidates who choose to apply, however, only those selected for a further interview will be contacted.

HMS is an EEO/AA/E-Verify compliant employer.

Link: www.hcmsllc.com