

Hutchinson Clinic
Structured Compensation - Job Description
Financial Services Supervisor

Prepared on: 4/22/2008

Page: 1

| | | | |
|--------------|---------------------------------|-----------------|------------|
| Department: | Business Office | Grade: | 8 |
| Reports To: | Director of Business Office | Classification: | Non-Exempt |
| Supervises: | Direct: 9 Indirect: 12 | Effective Date: | 1/8/1998 |
| Approved By: | Compensation Committee | Revised Date: | 1/4/2006 |

Role:

Oversees daily operations at Financial Services and Registration. Provides support, defines problems and responds in a proactive manner.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

| | | |
|-----|----------------------------------------------------------------------------|---|
| 80% | Supervises and organize operations of Financial Services and Registration. | E |
| 10% | Conduct performance reviews. | E |
| 5% | Interview and select new employees. | E |
| 5% | Discipline staff as needed. | N |

Expectations:

1. Monitor concerns and identify potential problems.
2. Monitor bad debt adjustments and collections.
3. Provide leadership and decision making skills.
4. Provide exceptional customer service.

Knowledge and Skills:

| | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience: | Six months to two years of similar or related experience. |
| Education: | Equivalent to a high school education. |
| Interpersonal Skills: | A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary. |
| Other Skills: | Requires sitting for long periods of time. Working in office environment. working under stress and use of telephone required. Manual dexterity required for use of calculator and computer keyboard. |

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

Confidential