CLAIBORNE MEMORIAL MEDICAL CENTER

**PAYROLL DEPARTMENT**

**JOB DESCRIPTION**

# CONTROLLER

**STATEMENT OF PURPOSE:**

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

**JOB SUMMARY:**

Assist the CFO in the accurate recording and reporting of all financial data for Claiborne Memorial Medical Center through generally accepted accounting practices. Will be required to be familiar with and implement these practices to insure compliance with all state and federal regulations. The controller is responsible for the day-to-day operations of the finance team, to ensure that the organization is receiving relevant, timely, and accurate financial information.

**GENERAL DUTIES:**

1. Support your manager and administration in the implementation of the hospital’s mission, vision, and overall goals.
2. Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement and implementing operational changes.
3. Assist your department in providing efficient and effective patient care by actively participating in the orientation process, your department meetings, available educational events, personal performance evaluations and focused counseling opportunities.
4. Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
5. Communicate in a timely and effective manner using multiple communication mediums.  This includes notes, e-mails, phone calls, one-on-one interaction, and participation in meetings.
6. Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems and providing performance information to your manager.
7. Assist your manager in meeting departmental budget goals, identifying capital equipment needs, and developing new strategic goals for the department.
8. Follow all departmental and hospital policies.  Request clarification and guidance if needed.
9. Keep track of equipment and supplies to make sure your department retains the tools needed to provide patient care and to assure departmental resources are used wisely.
10. Manage your time to assure you clock in and out as scheduled, complete your assignments within the scheduled timeframe, and minimize changes in the departmental work schedule.

**SPECIFIC DUTIES:**

1. Help direct and coordinate Claiborne Memorial Medical Center’s financial operations.
2. Assist in formulating and administering approved general accounting practices for the hospital; analyze and interpret data and develop reports to executive management reflecting internal economic conditions and trends.
3. Coordinate the establishment of major schedules, task assignments and allocation of equipment to ensure compliance with specified objectives, policies and deadlines through accountable management personnel.
4. Help direct and control comprehensive budget preparations and cost data; develop clear and informative methods and media to present financial data, special projects and studies of a financial nature.
5. Oversee subordinates to ensure compliance with established practices, to implement new policies and to keep employees aware of changes and current standards.
6. Assure hospital compliance with federal, state and local government laws and regulations, accrediting agency standards and hospital policies and procedures rules and regulations.
7. Help prepare financial feasibility analysis for capital projects, acquisitions and divestitures.
8. Maintain general ledger, is responsible for overseeing the monthly closing activities and ensures audit adjustments are minimized.
9. Maintain and utilize specialized knowledge of accounting principles and practices.
10. Prepare annual budgets according to annually established calendar.
11. Help review and provide logical explanations for monthly, quarterly, and annual variances in general ledger accounts and hospital statistics.
12. Act as liaison in providing required financial reports and information.
13. Receive and review the accuracy of invoices and check requests for completeness and compliance with financial policies, procedures, and contractual requirements.
14. Ensure the accuracy of electronic accounting data entered.
15. Follow up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments/vendors in the resolution of administrative problems and inquires.
16. Help maintain open invoice log and reconciles total outstanding invoices to the General Ledger and prepares reports for the monthly financial statements.
17. Assume additional duties or special projects as assigned by the CFO.
18. Oversee the month end close to make sure that financial statements are completed.
19. Review journal entries prepared by staff to ensure that G/L coding is correct.
20. Assists CFO with creating and implementing policies and procedures for the finance department to streamline workflows, improve efficiencies, and stay in compliance with federal regulations.
21. Making sure that AP pays vendors in accordance with the contract and timely.
22. Monthly and annual financial statements are prepared in compliance with Generally Accepted Accounting Practice.
23. Provides monthly transaction reports to program managers and is available to answer questions and provide explanations for variances against budget.
24. Oversees daily cash transactions.
25. Prepares monthly financial reports for the CFO, which indicates by cost center monthly expenses to date, year-to-date expenses, as well as current and forecasted budget status.
26. Collaborates with the Chief Financial Officer prepares, perform, monitors, and analyzes budgetary and purchasing processes, providing reports, analysis, and revisions as necessary.
27. Tracks accounts receivable including Medicaid, Medicare, third party insurance providers, private pay, and other clinical-related receivables.
28. Develops and maintains internal fiscal controls to meet all contractual and legal requirements; reviewing documents to ensure accuracy and timeliness.
29. Collaborates with CFO to coordinate the agency’s annual financial audit and to ensure its timely completion.
30. Supports the CFO in the preparation and monitoring of the health center’s budgets and financial performance.
31. Directs and coordinates general accounting, financial, and statistical reporting including preparation of financial reports such as income, balance sheets, cash flow, and other statements of performance.
32. Works with CFO to prepare the annual budget, analyses, forecasts, and other reports requires by management and Board of Directors.
33. Manages ledger accounts and key statistics.
34. Provides direction to accounting staff according to established policies and procedures.
35. Recommends changes to accounting processes, as appropriate, to increase efficiencies.
36. Reviews and approves monthly bank and balance sheet reconciliations.
37. Reviews and approves payable and cash receipt batches.
38. Monitors cash flow to accurately predict the need for cash or a surplus, communicates concerns with CFO.
39. Stands in for the CFO at monthly Finance Committee meeting when the CFO is unavailable for the meeting.
40. Researches month variances in revenue and expenses to ensure all transactions are reported accurately.

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Knowledge of the healthcare business/financial environment.
2. Ability to meet deadlines.
3. Ability to analyze and solve problems.
4. Ability to work independently, take initiative and be a self-starter.
5. Excellent verbal and written communication skills.
6. Excellent analytical and organizational skills.
7. Must be able to analyze financial and operating date and make recommendations based on analysis.
8. Must be proficient in the use of Microsoft Office.
9. Must have the ability to effectively work with leadership, managers and employees in addition to outside vendors.
10. Contributes to building a positive team spirit; puts success of the team above their own interest; supports everyone’s efforts to succeed.
11. Strong customer service skills.
12. Ability to constructively handle difficult situations.
13. Must know how to manage time and prioritize activities.
14. Excellent knowledge of Generally Accepted Accounting Practices.
15. Excellent knowledge of revenue cycle concepts and best practices.
16. Experience in financial modeling, budgeting, and cash flow management.

**QUALIFICATIONS:**

1. Four year college degree, 3-5 years hospital experience preferred.
2. Specific skills (computer, written, oral, communication, etc.) required.

**PHYSICAL DEMANDS:**

1. Walking and/or standing approximately 35% of the day.
2. Sitting approximately 65% of the day.
3. Must be able to lift up to 20lbs. (no less than 20 lbs.) less than 10% of the day.
4. Must be able to bend, stoop, kneel, and reach over the head less than 10% of the day.

**DISCLAIMER:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job.  While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

**RESPONSIBILITY:**

The Controller is directly responsible to the CFO.

**ACCEPTANCE:**

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**Controller Date**