



Health Clinic Controller

The following is a position description for the Health Clinic Controller at Rolling Hills Clinic.

POSITION SUMMARY:

Reporting to and partnering with the Chief Executive Officer, the Controller is responsible for managing day-to-day operations of the accounting and finance functions while effectively using the resources available to address financial issues on a micro and macro scale to secure the continued success of the organization. The successful candidate must have a strong background in internal controls and will develop and maintain systems and workflows to ensure the accuracy and timeliness of accounting records.

ESSENTIAL JOB FUNCTIONS:

- Maintains general ledger accuracy, is responsible for monthly and year-end closing activities and ensures audit adjustments are minimized.
- Oversees accurate medical/dental billings and collections, manages the timely collection of outstanding receivables
- Maintains and utilizes specialized knowledge of accounting principles and practices.
- Prepares annual budgets according to annually established calendar by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Monitors and reports benchmarks against the performance measure of company operations, advising management on needed actions.
- Oversee the activities of the accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, annual audits, annual budgets and tax filings.
- Supervise and coach the operations of the accounting department by ensuring adequate staffing with qualified personnel, perform timely evaluations and keep job description current.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Monitors and confirms financial condition by conducting internal audits; providing information to external auditors.
- Manages the coordination of annual financial audit of Clinic activities
- Preparation of the annual Medicare Cost Report
- Cooperate with tribe on preparation of Indirect Cost proposal
- Protects operations by keeping financial information and plans confidential, insuring compliance with HIPAA regulations
- Performs monthly draw-downs, tightly manage cash flow to maximize cash investments, manage banking relationships.
- Responsible for the filing of quarterly and annual financial-related reports to I H S and other federal grants.
- Develops and maintains the funding records to track the expenditures for all grant programs, to ensure compliance with the sponsored regulations.
- Complies and assures RHC compliance with federal, state, and local government laws and regulations.
- Performs miscellaneous job-related duties as assigned.
- Staff Development
- Attend staff/department meetings.
- Participate in staff training as arranged by the corporation.

EDUCATION, CERTIFICATIONS, AND LICENSES:

BS/BA degree in finance, accounting, business or a related discipline required.

A CPA or CGFM designation preferred.

A graduate level degree is a plus.

BENEFITS:

PTO leave

Holidays

Medical plan

Dental plan

401k

EXPERIENCE:

- Hold 8 to 10 years of progressive career experience in healthcare Finance/Accounting, minimum 5 years in management position. Tribal Clinic Controller experience preferred.
- Knowledge of governmental accounting in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- In-depth knowledge of the current trends and developments in healthcare reform and other federal programs.
- Demonstrated ability to effectively communicate the financial condition of the organization to the CEO and other members of the leadership team.
- Requires demonstrated understanding and experience with healthcare financial reporting, revenue cycle management, accounting, budgeting, accounts payable, accounts receivable, audit, tax, payroll, information technology and materials management.

PHYSICAL REQUIREMENTS:

Physical effort may include occasional light lifting to a 25 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. The ability to sit or stand for extended periods of time is required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to travel to all RHC facilities as needed.

COMPETENCIES:

- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.
- Technical Skills – Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to request for service and assistance; meets commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.
- Oral Communication – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentations skills; participate in meetings.

- Written Communication – Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; ability to read and interpret written information.
- Teamwork – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone's efforts to succeed.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Microsoft Office software.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The patient flow can be slow to very hectic at times depending on the day and the time of day. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

DATE OF LAST REVIEW / REVISION: 8/2018

Signature

Date