



## **JOB DESCRIPTION**

**JOB TITLE:** Health Clinic Controller  
**REPORTS TO:** Chief Financial Officer  
**DEPARTMENT:** Administration  
**LOCATION:** Rolling Hills Clinic (RHC)  
705 East Street, Corning, CA 96021  
**STATUS:** Full-time, 100% FTE, Exempt

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*"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (**Chapter 1-715** of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."*

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### **POSITION SUMMARY**

The Health Clinic Controller will be 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.

### **DUTIES & RESPONSIBILITIES**

1. Evaluate current financial and operating systems, recommend improvements, insure compliance with appropriate federal, state, tribal and professional rules and regulations, and assure appropriate written policies and procedures
2. Manage the asset management, including tracking and recording fixed assets: reconciling the amounts between the fixed asset system and the general ledger system; coordinating responsibilities of the asset custodians; organizing and conducting annual asset inventory; recording and reconciling depreciation in the general ledger system.
3. Oversees accurate medical/dental billings and collections, manages the timely collection of outstanding receivables.
4. Maintains and utilizes specialized knowledge of accounting principles and practices.
5. Prepares annual budgets according to annually established calendar by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
6. Monitors and reports benchmarks against the performance measure of company operations, advising management on needed actions.
7. 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.
8. Supervise and coach the operations of the accounting department by ensuring adequate staffing with qualified personnel, perform timely evaluations and keep job description current.
9. Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.

10. Monitors and confirms financial condition by conducting internal audits; providing information to external auditors.
11. Manages the coordination of annual financial audit of Clinic activities.
12. Preparation of the annual Medicare and Medi-Cal Cost Reporting.
13. Cooperate with tribe on preparation of Indirect Cost proposal
14. Protects operations by keeping financial information and plans confidential, insuring compliance with HIPAA regulations
15. Responsible for the filing of quarterly and annual financial-related reports to I H S, State, Sales Tax and Dental Lab and other federal grants.
16. Prepare and file annual 571L Property Tax Reports for both Corning and Red Bluff.
17. Prepare and file annual Business License Renewals.
18. Prepare and file annual Workers Comp Audit.
19. Oversee 340B Pharmacy Program and compliance.
20. Develops and maintains the funding records to track the expenditures for all grant programs, to ensure compliance with the sponsored regulations.
21. Complies and assures Rolling Hills Clinic compliance with federal, state, and local government laws and regulations.
22. Performs miscellaneous job-related duties as assigned.
23. Participate and attend staff/department meetings and staff training.
24. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
25. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
26. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
27. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
28. Other duties as assigned by Supervisor.

### **MINIMUM QUALIFICATIONS**

1. Must have a Bachelor's degree in finance, accounting, business or a related field.
2. Must have 8 to 10 years of progressive career experience in healthcare Finance/Accounting
3. Must have five (5) years in management experience
4. Must be familiar with governmental accounting in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
5. Must have in-depth knowledge of healthcare financial reporting, revenue cycle management, accounting, budgeting, accounts payable, accounts receivable, audit, tax, payroll, information technology and materials management.
6. Must have in-depth knowledge of the current trends and developments in healthcare reform and other federal programs.
7. Must be able to demonstrate and effectively communicate the financial condition of the organization to the CEO and other members of the leadership team.
8. A CPA or CGFM designation preferred.
9. A Tribal Clinic Controller experience preferred.
10. A graduate level degree is a plus.

### **BACKGROUND CHECK REQUIREMENTS**

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

### **VACCINATION REQUIREMENTS**

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

### **COVID RAPID TEST REQUIREMENT**

To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, you will be required to obtain a COVID Rapid Test onsite prior to date of hire.

### **PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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 any time 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. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*