

# Controller

**Name:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Department Assigned:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Shift Assigned:** \_\_\_\_\_ **Duty Hours:** \_\_\_\_\_

### Purpose of Your Job Position

The primary purpose of your job position is to coordinate and record all financial affairs of the facility using generally accepted accounting principles, including accounting, payroll, business office, purchasing, billing and reimbursement, credit and collections, and other financial matters as directed by the Administrator.

### Delegation of Authority

As a **Controller**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

### Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

District Role	Competency Evaluation				
	Unacceptable Performance	Below Average Performance	Satisfactory Performance	Above Average	Excellent Performance in the Specific Task
The Controller position is a District position in which all duties and responsibilities include Delano District Skilled Nursing Facility, the Gloria Nelson Center for Women and Children, and any other facility that may become owned and operated by the Board of Directors.					
<b>Duties and Responsibilities</b>					
<b>Administrative Functions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Plan, develop, organize, implement, evaluate, and direct the financial affairs of the facility under the direction of the supervisor and/or Administrator.					
Direct and communicate the activities of the accounting department using generally accepted accounting principles.					
Establish and maintain financial objectives as set forth by the supervisor and/or Administrator.					
Review the facility's financial objectives, at least annually, and make recommendations to the Administrator.					
Develop and produce monthly and year-end financial statements, annual budgets, and cash flow. Present to the Administrator and assist in interpreting and utilizing the financial data.					

<b>Duties and Responsibilities (continued)</b>	Unacceptable Performance	Below Average Performance	Satisfactory Performance	Above Average	Excellent Performance in the Specific Task
<b>Administrative Functions (continued)</b>	1	2	3	4	5
Maintain a working relationship with all department supervisors and assist them in developing and using appropriate financial data.					
Interpret and present the facility's accounting policies and procedures, or standard of practices to employees, residents, family members, visitors, government agencies, etc., as necessary.					
Attend meetings related to business office services as requested by the supervisor and/or Administrator.					
Review entries in all ledgers periodically, to ensure accuracy and compliance with generally accepted accounting principles and any relevant regulations.					
Review and develop a plan of correction for any accounting deficiencies noted during survey inspections and provide a written copy of such plan to the Administrator (if applicable).					
Delegate financial authority, responsibility, and accountability to others as is necessary to complete all functions of the position listed in this job description and any others that are necessary or directed.					
Assist the supervisor and/or the Administrator in the preparation of monthly District Board meetings with all financial documents, reports, donations, or any other document relating to finances.					
Review current accounting practices and make recommendations to the supervisor and/or Administrator to improve effectiveness and <b>efficiency</b> .					
Carry out a role of leadership and team building with department supervisors and provide <b>support</b> and <b>training</b> as needed or directed.					
Demonstrates excellent analytical and problem solving skills.					
Troubleshoot financial data software and make recommendations as needed for <b>change</b> or modification.					
Review and maintain a file of all business/facility related insurance carrier policies and <b>plans</b> . Renew as needed or as directed.					
Perform basic administrative functions of the business office such as operating office <b>equipment</b> , answering phones, transferring calls, etc.					
<b>Financial Functions</b>					
Establish and maintain an accounting system that accurately reflects the facility's <b>income</b> , <b>operating</b> costs, and financial condition. <b>Modify</b> GL entries as needed.					
Assist the Administrator in the preparation of an annual operating budget for District facilities and <b>general ledger codes</b> . Make recommendations as needed.					
In collaboration with the CPA, prepare financial records and cost reports for submission to authorized government agencies as required by current regulations.					
Prepare requested financial budgets and forecasts/projections as directed or needed.					
Prepare month end closing and provide a draft profit & loss statement to the supervisor and Administrator. Continue to review and modify for accuracy.					
Prepare the annual operating budget for approval by the Administrator and allocate the resources to carry out programs and activities of the facility.					
Prepare, review, and analyze financial statements such as balance sheet, income statement, cash flow, and working trial balance.					

<b>Duties and Responsibilities (continued)</b>	Unacceptable Performance	Below Average Performance	Satisfactory Performance	Above Average	Excellent Performance in the Specific Task
<b>Financial Functions (continued)</b>	1	2	3	4	5
Manage external audit requests by gathering, reviewing and proving necessary documents to the requesting government agency.					
Advise on adjustments due to changes in tax or other laws.					
Forecast any expected economic changes and recommendations on investment or money management practices.					
Maintain schedules for capital outlay and fixed asset depreciation.					
Make recommendations for investment or placement of capital as appropriate.					
Assist Administrator in financial negotiations with outside entities such as lenders, purchasers, suppliers, etc.					
Establish and maintain accounts receivable and payable reporting.					
Establish payroll accounting methods in collaboration with the supervisor and Human Resource Specialist.					
Assist department supervisors in budgeting, planning, coding of invoices and expenses, then forwarding to the business office in a timely manner.					
Work closely with the contracted accounting firm for exchange of information and learning. Utilize such resource at appropriate times by email and telephone.					
Research all potential grants and provide information to the Administrator. Assist with application and grant writing process as directed.					
Maintain and revise general ledger account codes. Communicate changes with all department supervisors.					
Maintain accurate bank account reconciliations. Communicate need for transfer of funds, deposits, and, withdrawals.					
Maintain District documents, board resolutions, and other pertinent Board information as directed.					
<b>Safety</b>					
Follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.					
Follow established ergonomics policies and procedures governing lifting techniques, repetitive tasks, and the use of safety equipment and supplies to prevent work-related injuries and illnesses.					
<b>Resident Rights</b>					
Maintain the <b>confidentiality</b> of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.					
Develop, implement, and maintain accounting procedures for safeguarding residents' funds when a resident requests in writing that the facility do so.					
Arrange for any surety bonds or other financial instruments that are required by laws, regulations or the procedures of the facility.					
Gain knowledge of and implement all rules and regulations governing the District, including Title 22.					

### **Working Conditions**

Works in office areas as well as throughout the facility.  
 Moves intermittently during working hours.  
 Is subject to frequent interruptions.  
 Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.  
 Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.  
 Works beyond normal working hours and on weekends and holidays when necessary.  
 Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).  
 Attends and participates in continuing educational programs.  
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.  
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.  
 May be subject to the handling of and exposure to hazardous chemicals.  
 Communicates with the medical staff, nursing personnel, and other department directors.

### **Education**

Must have a Bachelor's Degree in Accounting or in Business Administration with a major in Accounting or related field from an accredited college or university.

### **Experience**

Must have minimum of two (2) years accounting experience.

### **Specific Requirements**

Must be able to read, write, speak, and understand the English language.  
 Must possess the ability to make independent decisions when circumstances warrant such action.  
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.  
 Must have advanced training in hospital or nursing facility administration.  
 Must be knowledgeable of accounting principles, laws, regulations, and guidelines pertaining to nursing facility administration.  
 Must possess the ability to work harmoniously with and supervise other personnel.  
 Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, etc., that are necessary for providing sound accounting techniques.  
 Must be thoroughly familiar with the laws, regulations, and guidelines governing personnel administration.  
 Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents, staff, and visitors based on whatever maturity level at which they are currently functioning.  
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing accounting practices.  
 Must be knowledgeable of computers, data entry/retrieval, output, system applications, etc.  
 Must be knowledgeable of principles of governmental accounting, including budgeting, cost reporting, taxation, etc.  
 Must possess the ability to examine and verify financial documents and reports.  
 Must be knowledgeable in auditing principles and practices.  
 Must have the ability to train, supervise, and evaluate the performance of subordinates.  
 Must have working knowledge of all accounting principles, relevant banking procedures, cash management, federal taxation, economic trends, fiscal administration, and employee benefit programs.  
 Must not pose a direct threat to the health or safety of other individuals in the workplace.

### **Physical and Sensory Requirements** (With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.  
 Must be able to speak and write the English language in an understandable manner.  
 Must be able to cope with the mental and emotional stress of the position.  
 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.  
 Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.  
 Must meet the general health requirements set forth by the policies of this facility, which includes a medical and physical examination.  
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.  
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

**Acknowledgment**

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Controller** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: \_\_\_\_\_

Signature-Controller: \_\_\_\_\_

Date: \_\_\_\_\_

Signature-Director of Business Services: \_\_\_\_\_