

Controller Job Description

Job Title – Controller		Reports to: Chief Financial Officer			
Job Code-		Overtime Status: <input checked="" type="checkbox"/> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible)			
Department – Finance		Prepared by:		Date:	
Facility -		Approved by:		Date:	
<p>Job Summary</p> <p>The incumbent will be responsible for performing intermediate and advance level accounting, management reporting, and financial tasks for the Accountant. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems and hospital finances and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>					
<p>Supervises</p> <ul style="list-style-type: none"> None 					
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Resolves item/service charging and or billing issues Provides analysis to the Accountant Serves as key contact for staff and external contacts Prepares year end schedules for audit and other regulatory agencies Reconciles monthly financial reports 					
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Trains new finance staff members Attends finance and staff meetings Completes Accountant's duties due to absence or vacation 					
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> Bachelor's degree in Accounting/Finance 					
<p>Experience</p> <ul style="list-style-type: none"> Required - 1-2 years of public accounting experience Preferred - 1-2 years of accounting experience in a health care environment 					
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Proficient in Microsoft Office, Microsoft Project, and accounting software Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 					
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>					
<p>Physical, Mental Demands/Working Environment</p> <p><i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>					
General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
	Drive	X			
	Sit			X	
	Stand	X			
Walk	X				

Controller Job Description continued

Motion	Up to 1/3 of shift		1/3 or more of shift	
	Bend			
	Squat			
	Crawl			
	Climb			
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
	Twist			
Turn				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function	
	Right Hand	X		
	Left Hand	X		
	Right Foot	X		
Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift	
	Up to 10 pounds			
	Up to 25 pounds	X		
	Up to 50 Pounds			
	Up to 100 pounds			
More than 100 pounds				
Body Fluid Exposure	No <u>XX</u>		Yes	
Mental Demands		YES		YES
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
Influence People	X	Relate to Others	X	
Working Environment		YES		YES
	Indoor	X	Loud Noise	
	Outdoor		Fumes	
	High Temperatures		Confined Areas	
Low Temperatures		Radiation Area		

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature