

# ICMCF Job Description

## JOB OVERVIEW

<b>JOB TITLE</b>	Controller
<b>DEPARTMENT</b>	Administration
<b>REPORTS TO</b>	Administrator
<b>STATUS</b>	Exempt

## GENERAL JOB DESCRIPTION

Directs the financial activities of the Facility by monitoring and reporting financial data to the Administrator and the Department of Health and Human Services Board.

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Principal Duties and Responsibilities

- 1) Plan, develop, organize and implement the facility's accounting functions. Continually monitor all accounting processes, procedures and internal controls for compliance.
- 2) Supervise the accounts payable, receivable, and purchasing staff and ensure compliance with all state and federal regulations regarding insurance billing, resident trust fund and all other related accounting processes.
- 3) Maintain the general ledger system to include the preparation of journal entries, monthly financial statements and all monthly reporting to reflect the Facility's financial status.
- 4) Thorough knowledge of Medicaid and Medicare reimbursement models, both current and proposed.
- 5) Provide financial support and reports to administration during union negotiations.
- 6) Oversee, monitor, and assist with collection of account receivables and purchasing.
- 7) Oversee, monitor, and assist the payroll and accounts payable systems.
- 8) Prepare and maintain the yearly and monthly budget reports, as well as other local, state, and federal reports for reimbursement and tax purposes.
- 9) Prepare Board Meeting reports. Answer questions related to financial matters during the Board meetings.
- 10) Prepare yearly data for preparation of Medicaid and Medicare cost reports.
- 11) Maintain and oversee all fixed asset requests and transactions.
- 12) Work with auditors during the year-end audit and prepare all schedules requested.
- 13) Coordinate with the Iron County Treasurer's office regarding all cash transaction issues between the Facility and the County.
- 14) Maintain and balance all bank accounts.
- 15) Manages all funding and grants related to COVID or other future funding.
- 16) Co-ordinates all financial and budgetary functions with the County Treasurer's office.
- 17) Manages all facility audits including the annual financial audit and special Medicaid, Medicare, and funding agency audits.
- 18) Other duties/responsibilities as directed by the Administrator.

### Peripheral Job Duties:

Follow Iron County Medical Care Facility Policies and Procedures.  
Attend in-services, training programs, etc. as requested by the Administrator.

## EDUCATION & TRAINING

- 1) Bachelor's degree in accounting or business administration is required; CPA status is preferred.
- 2) Experience with Skilled Nursing Home financial management is recommended.
- 3) Excellent analytical skills and attention to detail.

- 4) Initiative, problem solving skills, and ability to prepare relevant data and reports.
- 5) Must have knowledge of Financial Accounting, Payroll Software, Word, Outlook programs with vast experience with Excel.
- 6) 2 years of health care accounting experience, specifically nursing homes, is preferred.
- 7) Preferred prior management experience.

**SKILLS & ABILITIES**

**Must be able to perform the essential duties of the job. Must have the ability to read and comprehend all written instruction and documentation associated with job. Must work effectively with multifunctional team.**

**ESSENTIAL WORKING CONDITIONS & PHYSICAL DEMANDS**

<b>WORK ENVIRONMENT</b>	<p><b>Works in well-lighted, well-ventilated areas. Constant standing and walking during work periods of up to 16 hours in a day and over 40 hours in a workweek.</b></p> <p><b>Summary of Occupational Exposures</b>          Tasks and procedures performed by employee involves risks classified by CDC as:  <b>Category B</b>          Tasks that involve no exposure to blood, body fluids or tissue, and Category A tasks are not a condition of employment. The normal work routine involves no exposure to blood, body fluids or tissues although situations can be imagined or hypothesized under which anyone, anywhere might encounter a potential exposure to body fluids.</p>
<b>HOURS / SHIFTS</b>	<p><b>This is a position in a long-term care facility, open 24 hours a day, 365 days a year. The ability to work overtime and alternate shifts is an essential job function. This position may require rotating shifts as well as holidays and work during inclement weather will be required. This position may regularly require long hours and frequent weekend work.</b></p>
<b>OTHER</b>	

**This Job Description is not to be interpreted as a comprehensive list of all the duties required to perform the job. In addition, this Job Description will be periodically reviewed and evaluated to determine related tasks and/or requirements that may be assigned to it. ICMCF reserves the right to add to or modify the Job Description at its discretion.**

**Signature**

**By signing below, I acknowledge my understanding of the requirements, essential job functions, and duties of the position. I acknowledge that I can perform the essential job functions with or without a reasonable accommodation. If I require a reasonable accommodation to perform the essential job functions, I understand that I must make that request to ICMCF's Human Resources Department.**

**Employee** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_