

**Cordova Community Medical Center**  
**Job Description**  
Controller

Job Title:	Controller	Status:	Full-Time
Supervisor:	Chief Financial Officer	Pay Grade:	DOE
Department/Division:	Administration	Classification:	Exempt

**POSITION SUMMARY**

Under the direction of the CFO, this position requires the ability to accurately maintain the general ledger, maintain the chargemaster, prepare reconciliations, and gather records for financial and administrative audits, and all duties assigned to these positions. This position supervises the AP/AR positions.

**ESSENTIAL RESPONSIBILITIES**

- Ensures compliance with Federal, State, Local regulations and guidelines, generally accepted accounting principles, hospital pay practices and confidentiality policies.
- Assists CFO with preparing and posting journal entries, analyzing account balances for variances, reconciling various GL accounts, general ledger balances, financial record and reports.
- Assists with year-end audits and cost report preparation.
- Ensures data integrity, consistency and accuracy through proper application of accounting principles.
- Maintain confidentiality of patient and employee information.
- Keeps depreciation schedules, prepaid insurance and prepaid other schedules
- Reconciles bank statements
- Oversees Business Office functions assuring accurate and timely billing of hospital services.
- Oversees timely posting of cash receipts.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Performs other related duties as may be assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

## QUALIFICATIONS

- EDUCATION:** Associates degree in Accounting Payroll and accounts payable experience preferred.
- EXPERIENCE:** Previous experience in healthcare accounting. Computer experience with working knowledge of Microsoft Excel and Word required. Two years recent experience working as a bookkeeper/accountant for a healthcare establishment preferred, beginning accounting courses and one year experience bookkeeping required.
- REQUIREMENTS:** Ability to file accurately, able to 10-key by touch with speed and accuracy. Requires excellent oral and written communication skills. Requires proficiency with Microsoft Excel with advanced spreadsheet and graphical presentation skills, Word and Power Point. Requires proficient data entry skills and proven ability to use electronic data processing equipment and related financial software applications. Knowledge of accounting terminology, principles and procedures. Must be able to work independently with minimal supervision. Have the ability to be tactful and polite with personnel, residents, family members, visitors, government agencies, and the general public.

## ADDITIONAL REQUIREMENTS

- Upon date of Hire:      Current Negative TB Test  
                                    Ability to Pass a DHSS Criminal History Check and Drug Test  
                                    Must be current in all immunizations

## EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

## ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

**Position: Controller**

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name