

 Oroville Hospital	<b>Job Description for Controller</b>	Department:	<b>Accounting</b>
		Dept.#:	<b>8510</b>
		Last Updated:	<b>5/21/08</b>

### **Reports To**

Chief Financial Officer

### **Job Summary**

The Controller is responsible for the day to day management of the Accounting, Payroll and Accounts Payable functions.

### **Duties**

#### Financial Reporting

1. Provides oversight of the preparation of and analytical review of financial and statistical budgets for assigned entities
2. Provides oversight of all budget reporting comparing actual results to budget standards
3. Completes analytical review and follow up with department heads regarding all material budget variances

#### Audit Management

1. Reviews engagement letters, management representation letter, management letter comments, and all other auditor communications
2. Coordinates the timing and presentation of audit including arrangements for field work, coordinating reviews by CFO and CEO, and arrangements for board presentation
3. Prepares all analytical reviews and selected audit schedules
4. Adherence to all other accounting professional standards and departmental policy and procedure

#### Internal Control Structure

1. Designs, maintains and provides oversight of the organization's financial internal control structure
2. Designs, maintains and provides oversight of the accounting department policies and procedures to ensure the safeguarding of assets and accurate financial reporting
3. Reviews and authorizes disbursements and expenditures
4. Responsible for cash management responsibilities to ensure adequate cash reserves for operations and proper investment of excess cash reserves to realize investment income

#### Departmental Management

1. Responsible for selection, training and evaluation of staff

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2. Supervises staff productivity, including management of overtime usage
3. Manages departmental costs in adherence to budget standards
4. Provides leadership and oversight of safety standards and program for departmental staff

#### Personal Responsibilities

1. Observes established hospital and department policies and procedures, including confidentiality, safety, infection control and other environmental regulations
2. Works collaboratively with others toward improving organizational performance and supports goals and objectives of the organization
3. Meets organizational standard for attendance, punctuality and use of break times
4. Maintains and enhances competency through in-services, staff meetings and educational programs
5. Observes dress code per organizational and departmental standards

#### **Qualifications**

1. Bachelors Degree
2. Certified Public Accountant preferred
3. Three years prior healthcare experience with prior management experience preferred
4. Proficiency in word processing applications, spreadsheet applications, and computer based accounting and information systems
5. Written and oral communication skills to present financial information to department heads, clinical personnel without a financial background, the CEO, and board of directors; poise, confidence and tact to interact with personnel from all levels of the organization

#### **Lifting Requirements**

Must be able to lift, stand and stoop without physical restriction.