



Position: Controller	
Department: Fiscal	
Reports To: CFO	
FLSA Status: Non-Exempt	OSHA Exposure Category: III
Effective Date: 02/2010	Revised: 03/2013, 10/2015, 5/2017

Job Objective: Assists in maintaining complete accurate records and financial statements for Northern Rockies Medical Center, Inc. This position interacts directly with Accounts Payable, Materials Management, Payroll, Patient Accounting and Administration, as well as with the government agencies relating to wage garnishments, payroll remittance, and auditors. This position oversees the preparation and editing of cash control, including but not limited to: memorial funds, wire funds, NRMC operational and payroll accounts. Oversees the preparation of bi-weekly payroll, quarterly and annual payroll reporting, Reviews employee deductions and deduction master file entries to ensure reconciliation between payroll, accounts payable and general ledger interaction. Responsible to review in cooperation with the CFO and create adjusting GL journal entries, prepare reconciliation and audit working papers for all balance sheet accounts and financial statement, as requested or required.

Qualifications:

1. Bachelor Degree in Accounting or Business Administration preferred.
2. Three (3) to five (5) years health care industry experience preferred. Combinations of education and experience will be considered.
3. Proficiency with software programs including but not limited to Excel, MS Word, and Outlook, General Ledger Accounting and other A/R A/P software.
4. Ability to type 50 wpm accurately.
5. Proficiency in Business English and Terminology, effective verbal and written communication skills; with the ability to communicate verbally to individuals and small groups including but not limited to the co-workers, general public, physicians, nurses, and vendors.
6. Must demonstrate excellent customer service skills.
7. Ability to apply principles of logic with regards to identifying and defining problems, as well as the ability to formulate solutions to those problems. Critical thinking ability, effective prioritization, organization, and discretion.

Job Duties:

1. Demonstrates understanding of generally accepted accounting principles and fund accounting concepts as they apply to the healthcare setting.
2. Responsible for maintaining GL accounting with regards to the data processing function as it relates to the system's monthly and annual cycles of data. Monitors on a monthly basis, under review of CFO, the accuracy of GL entries into the accounting system.

3. Maintains the chart of accounts and other table files required for accurate financial reporting.
4. Controls and maintains accurate monthly balance including but not limited to the following: Petty Cash Fund, NRMC Memorial Fund, Operating account, Payroll restricted accounts and Wire Fund.
5. Performs accounting control and review to ensure that systems and procedures are adequate and followed correctly. Provides Financial Statements in a format acceptable to the CFO, Administration, and NRMC Board of Directors.
6. Assists in the preparation of reports and programs as requested. Monitors A/R adjustment codes, general ledger defaults and adjustments as needed.
7. Responsible for developing and maintaining working knowledge of operations within the Fiscal Department and is able to perform those functions on absence of other members including but not limited to:
 - a. Payroll
 - b. Accounts Payable
 - c. Purchasing
8. Keeps Administration advised of fiscal/payroll activities with recommendations and solutions. Attends departmental meetings or others as assigned by CFO. Will act as liaison for Policy and Procedure Committee with regards to Chagemaster as assigned by CFO.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (III) Tasks involve no exposure to Blood/Body Fluids or Tissue. The normal work routine involves no exposure to Blood/Body Fluids or Tissue (although situations can be imagined or hypothesized under which anyone, anywhere might encounter potential exposure). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potential exposed in some other way. Tasks that involve the handling of implements or utensils, use of public or shared bathroom facilities, telephones, and personal contact such as hand shaking are Category III tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits; must be able to read charts, orders, notes, and office reports.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date