



Creating and Inspiring Healthier Lives.

Position Title:	Controller
Department:	Finance
Supervisor:	Vice President of Finance and Operations
Supervisory Responsibilities:	Finance Coordinators
FLSA Status:	Exempt

Summary:

Oversees a portion of Alluvion Health’s financial activities, including but not limited to financial reporting, planning, budgeting, analyzing and forecasting, and performs directly related work as required. The Controller participates as a productive member of the health center team and provides financial and administrative support in a challenging health care delivery system. Under the direction of the Vice President of Finance and Operations assists in supervising and managing the financial departments of Alluvion Health Accounting and works collaboratively with the Revenue Cycle Manager to ensure full collaboration with Patient Intake and Health Information Management staff. The work is performed in accordance with established standards and practices of the medical profession, state and federal law and Alluvion Health policies and procedures.

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn’t misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization’s mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Responsible for the timely and accurate preparation of financial statements in accordance with both GAAP and healthcare standards.
2. Responsible for the monthly and annual financial statement close process.
3. Responsible for the monthly Balance Sheet reconciliation process.
4. In conjunction with Vice President of Finance and Operations, assists in maintenance of general ledgers, trial balances, subsidiary ledgers, financial statements, various financial reports and other related financial information.
5. Assists Vice President of Finance and Operations in maintaining effective accounting systems including, but not limited to, general ledger management, security of financial records and funds, cash management, cost control, management of payables and receivables, compliance with local, state, and federal funding / audit requirements, and preparation of required financial, utilization and audit reports;
6. Monitor and analyze operating results by program or service area as assigned.
7. Analyze financial statement variance relative to internal benchmarks; support Alluvion Health's leadership in constructing the proper alignment of services with available resources.
8. Assists Vice President of Finance and Operations in providing effective leadership, coaching, and oversight to the business services group staff.
9. Oversee the selection, training, activities and supervision of assigned personnel within Business Services Group.
10. Assist with the development of Alluvion Health's strategic plan, including to but not limited to establishing organizational financial goals and objectives.
11. Develop and implement organization-wide financial policies and procedures and internal controls.
12. Assist in ensuring organization-wide compliance with established financial policies, procedures, and practices through means such as counseling, coaching, guidance, training and negotiation.
13. Assist in directing and coordinating programmatic and organizational budget development as well supporting Departmental leadership's understanding of and achievement of budgetary goals.
14. Prepare financial forecasts for both existing and new service lines;
15. Together with the other fiscal managers, serve as the organization's primary contact with auditors, facilitate timely and thorough completion of annual independent audits, and ensure that the auditor's recommendations and requirements are properly implemented in a timely fashion;
16. Serves as a liaison with federal, regional, state and local organizations for auditing and cost justification of funding sources;
17. Assists in the preparation of federal, state and local reports in a timely manner; petty cash fund report; Medicare Cost Reports, UDS, FFR, etc.;
18. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports;
19. Performs a variety of other duties as assigned; which may include but are not limited to; directing or participating in special projects and events, conducting research, representing Alluvion Health at meetings and conferences, and attending continuing education and training events.

Knowledge, Skills and Abilities:

Knowledge and understanding of:

- State of Montana budgeting, accounting policies and regulations;
- Principles and procedures of governmental accounting and budgeting;
- Federal Grant Regulations pertaining to Community Health Care Centers;
- Medicaid and Medicare billing practice;
- Medical and dental insurance billing;
- Best practice in patient collections;
- Supervisory principles and practices;
- Alluvion Health Human Resource policies and procedures, and related state and federal statutes;
- Safety, procedures, and practices.

Skills in:

- Accurate and timely data entry;
- Accounting software;
- Working independently and self-directed;
- Time management and organization;
- Computer use to manage data to meet essential job requirements;
- Intermediate to advanced skills in Microsoft Excel, Word, Outlook, Windows, Internet;
- Customer service;
- Effective written and verbal communication.

Ability to:

- Perform computations accurately and quickly;
- Prepare well-organized and accurate spreadsheets;
- Maintain confidentiality;
- Work independently and plan projects;
- Learn and adequately operate Alluvion Health's electronic health records;
- Perform other related duties as assigned.

Education/Training/Qualifications:

Education/Training:

QUALIFICATIONS needed to perform this job successfully include the ability to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree in finance or accounting or closely related field required;
- Minimum of five (5) years' fiscal management experience including three (3) years in a healthcare organization preferred, or a combination of experience and training that provides an equivalent scope of knowledge and skills;

- CPA preferred.

Certifications:

- Valid Driver's License issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #2 (*The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

Work Hours:

- Full-time, Exempt. Typically, a 40-hour workweek.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Human Resources Signature	_____ Date