



VALLEY HEALTH TEAM
LIVE BETTER. VIVE MEJOR.
JOB DESCRIPTION

POSITION:	CONTROLLER
REPORTS TO:	CHIEF FINANCIAL OFFICER
POSITIONS SUPERVISED:	SENIOR ACCOUNTING CLERK, ACCOUNTS PAYABLE CLERK
CLASS:	REGULAR
CAT:	FULL-TIME EXEMPT

BASIC FUNCTIONS:

Under the supervision of the Chief Financial Officer, the Controller is responsible for budgeting and forecasting and cash flow, the maintenance of general accounting records, prepares or supervises the preparation of appropriate financial reports, supervision of employees in the accounting and billing departments, interpretation and implementation of funding sources, accounting guidelines and for developing and maintaining fiscal policies which result in a system of internal accounting controls. Management of all non-cash resources, including facility equipment.

DUTIES AND RESPONSABILITIES:

1. Provide assistance to the Chief Financial Officer regarding strategic planning with a particular focus on its financial planning component.
2. Assist the Chief Financial Officer in the preparation of overall agency's budget and in the preparation of budgets for new and renewed government contracts or grants.
3. Monitor cash flow and prepares cash flow projections and financial forecasting.
4. Meet as necessary with the Chief Financial Officer and other administrative staff in order to communicate information regarding status of budgets and overall agency's financial situations.
5. Select, orient and train finance and billing department personnel, including recommendation of merit increase, promotions and disciplinary actions.
6. Develop, maintain and implement systems of internal accounting controls for sound financial management.
7. Develop and maintain effective systems of general accounting and cost determination.
8. Supervise and coordinate reimbursement patient accounting and general accounting, including general ledger accounting, accounts payable and claims processing cashiering.
9. Supervise Accounting Manager, 340 B Analyst, Purchasing Specialist, and Purchasing Clerk.
10. Review accounts payable package for check run.
11. Review Purchase Request submitted by all departments.
12. Review billing and collection patterns and make corrective recommendations.
13. Interpret and enforce third-party payor rules and regulations, including Medicare and Medi-Cal requirements.
14. Ensure the performance of third party payor, cost reporting and billing.
15. Prepare Budget for new and existing grant applications
16. Prepare and submit monthly draw down for Federal Grants.
17. Financial oversight of all programs of VHT.
18. Review cost sections of all grants, contracts, and proposals for appropriateness, accuracy, and recommendations or deletions.
19. Prepare and submit financial reports (and other reports as requested) to the Chief Financial Officer and funding agencies.
20. Interpret funding agency guidelines and implement them, as required.
21. Coordinates accountability and recordkeeping requirements for all insurance programs.
22. Monitors all VHT deposits.

23. Review purchase orders in accordance with financial policies and procedures and cash payment requisitions and reviews supporting documentation.
24. Oversee the monthly preparation of bank reconciliations.
25. Oversee financial statement audits.
26. Is active in total financial and leadership/management quality improvement per Joint Commission standards.
27. Provide assistance to management staff related to performance of financial management matters.
28. Oversees certain information Technology/Systems projects and other special projects as assigned by Chief Financial Officer.
29. Attends internal and external meetings, as required.
30. Responsible for the return on employee evaluations in a timely fashion.
31. Ability to work with Chief Executive Officer, Board of Directors, and other leadership team of VHT.
32. Ability to work with people of diverse cultural background.
33. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
34. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
35. Engage as a member of the care team caring for individuals in the community
36. Prep for and lead daily huddles
37. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support
38. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
39. Practice CICARE phone etiquette during all phone interactions.
40. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
41. Respect privacy and dignity of our patients, family members, visitors and co-workers.
42. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
43. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
44. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
45. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
46. Perform other related duties, which may be inclusive, but not listed in the job description.
47. Performs other duties as assigned, which may not be listed.

MINIMUM QUALIFICATIONS:

1. Graduate of an accredited college or university with a four year degree in Accounting or Finance.
2. Experience in Computerized accounting is essential, MAS 100 Preferred.
3. Complete familiarity with cost accounting.
4. Must be experienced in accounting and financial management.
5. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
6. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, including The Joint Commission Accreditation of Healthcare Organization standards.
7. Community Health Center and Federal and State policy familiarity preferred.
8. Attention to detail.
9. Alertness to detect error in correspondence, records, statistics, and clerical procedures.
10. Own transportation, valid California Driver's license, current automobile insurance and DMV printout required.

TYPICAL WORKING CONDITIONS: The office setting is a normal work environment. Occasionally work during early morning, evening. Or weekend hours. May be subjected to temperature variances in office.

TYPICAL PHYSICAL DEMANDS: Requires standing and walking for up to six hours at a time. Some bending, stretching, reaching and climbing, stairs, will be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Employee's Signature

Date