

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Financial Controller	Grade	
----------------	-----------------------------	-------	--

Department	ADMINISTRATION	Exempt	
Immediate Supervisor	CFO	Non-exempt	
Supervisor next in line	CEO	Workweek	

POSITION SUMMARY

Primary responsibilities include supervision of the monthly close process. Supervise accounting, accounts payable, payroll and month-end reporting. The Controller assists the Chief Financial Officer in financial forecasts, financial analysis of proposed projects, annual preparation of budgets, assists in the preparation of annual 990 and is responsible for providing documentation for the annual financial statement audit. The Controller will also be part of a team that creates and implements policies and procedures to identify, resolve and document accounting issues in addition to creating procedures to make the month-end and year-end close and reporting processes more efficient and accurate.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Bachelor's Degree in Accounting required.
Experience with Healthcare reimbursement preferred.
Additional appropriate education may be substituted for experience.
Computer skills including: Healthcare Accounting Systems, Excel, Outlook and Word

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- | | |
|----|--|
| 1 | Provide expertise in the areas of financial analysis, reporting and planning for Central Montana Medical Center. |
| 2 | Record transactions by department and compare costs incurred to budget. |
| 3 | Prepare and reconcile monthly and annual audits |
| 4 | Review and record journal entries required to reflect monthly activity. |
| 5 | Prepare documentation supporting the monthly close process and month end balances. |
| 6 | Review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained. |
| 7 | Help CFO in the preparation of monthly financial statements. |
| 8 | Maintain fixed asset records. |
| 9 | Assist the CFO to implement, document and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting. |
| 10 | Prepare analyses and perform as needed. |

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Financial Controller	Grade	
-----------------------	-----------------------------	--------------	--

11	Assist the CFO in the accurate and timely production of all financial information.
12	Assist the CFO in the proper analytical review of the asset operations from a balance sheet, income statement and cash flow perspective as well as an overall business perspective.
13	Supports and models individual behavior consistent with the mission, vision and values of CMMC.
14	Demonstrates commitment to customer service by: Building effective working relationships and treating others with respect. Interacting with customers (Patients, co-workers and visitors) in a warm and friendly way. Taking immediate action to meet customers' needs or requests'. Listening to understand what customers have to say.
15	Demonstrates and encourages an ethic of open and effective communication and teamwork throughout the organization.
16	Adheres to CMMC's Code of Conduct and departmental and compliance policies.

Knowledge, Skills, Abilities:

1.	Excellent GAAP and financial reporting technical skills.
2.	Strong knowledge of Financial Management and Accounting Theory and Practice, with a thorough knowledge of applicable laws, guidelines and professional standards.
3.	Solid understanding of corporate finance including balance sheets, income statements, cash flow, profit and loss, and budgeting.
4.	Must demonstrate ethical personal traits; a high-level of commitment, team orientation, professionalism, trust, personal honesty and integrity.
5.	Must be able to treat hospital, employee, and patient information as confidential.
6.	Mature personality, sense of responsibility, and integrity.
7.	Level headed and calm in emergencies and under stress.
8.	Positive attitude and flexible during routine workday.
9.	Excellent verbal and oral communication skills.
10.	Team player and cooperative with other personnel
11.	Well-groomed, tactful, patient, pleasant, and customer focused.

OCCUPATIONAL EXPOSURE for this position:

x	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

x	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Financial Controller	Grade	
----------------	-----------------------------	-------	--

	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
--	-------------------	---

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

--	--	--

Employee's Signature	Supervisor's Signature	Date
----------------------	------------------------	------