

Jurisdictional Class: Competitive  
Adopted: June 22, 1988  
Revised: May 19, 2010

**HEALTH FACILITY COMPTROLLER**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this position involve responsibility for a variety of business management activities including but not limited to ensuring timely submission of all accounts payable and receivable, Medicaid, Medicare, and other third party insurances and preparation of payroll and accounts payable to vendors. The work is performed under the general direction of the department head with autonomy to exercise independent judgment in daily operation of the business office. Supervision is exercised over the work of clerical staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains accounting and auditing systems and procedures to provide accurate records of financial transactions;  
Maintains general and subsidiary ledgers, making journal entries and all posting to general ledger;  
Oversees maintenance of several journals (cash receipts, Medicaid, Medicare, and Private Pay, etc.);  
Maintains all departmental and expense accounts that appear in the New York State Residential Health Care Facility Accounting and Reporting Manual;  
Advises the Department Head in regard to appropriate balances and fund transfers, taking monthly trial balances and quarterly income statements;  
Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;  
Prepares a variety of financial and statistical reports and analyses to comply with state and federal requirements and to provide pertinent information to the Department Head as a basis for decision making;  
Makes recommendations to the Department Head concerning ways to reduce operating costs and increase revenues based on knowledge of reimbursement formulas, operating procedures, and market trends;  
Responsible for handling all cash receipts (Medicare, Medicaid, Private Pay, etc.) including the transfer of these funds to the County Treasurer's Office;  
Maintains data gathering system to capture statistical data used by auditors to complete cost reports;  
Supervises facility purchase activities;  
Screens all purchase requisitions to assure lowest price possible and quality of products;  
Represents the facility and maintains all contracts associated with it;  
Supervises Business Office staff and the facility Patient Agent including payroll computation to insure accuracy and completeness, accounts payable and receivable, and coding and classifying receipts and expenditures according to budgetary and U-Farm accounts;  
Advises office staff on accounting practices and procedures as required;  
Evaluate subordinate employees at least annually;  
Assists in the preparation of the facility's annual budget including estimation of revenues and expenditures;  
Responsible for consultation with Information Technology, including assistance in the development of new software programs;  
Maintains awareness of changes in reimbursement system and the accounting field through involvement in peer group organization.

## Health Facility Comptroller

### **Specific for County Nursing Home Employees:**

In coordination with Patient Agent, monitors Patient Director Deposit system assuring correct patient account balances and accurate cash transfers to the Nursing Home's account and reconciles bank statements for these accounts;

Coordinates submission of resident census information to the New York State Department of Health and/or the Centers for Medicare and Medicaid as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of general and governmental accounting, fiscal and auditing procedures, and techniques including budgeting and appropriation practices;

Knowledge of methods used in keeping financial accounts and records;

Knowledge of modern fiscal terminology, practices, and procedures;

Knowledge of computer systems, software, and their applications;

Knowledge of modern inventory control methods;

Ability to acquire a working knowledge of agency affairs related to fiscal management;

Ability to prepare complete and accurate financial reports and statements;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Ability to assist in design, preparation and maintenance of computerized accounting systems, records, and reports;

Ability to communicate with Information Technology personnel using technical terms and descriptions;

Ability to acquire knowledge of cost accounting technology applied to New York State rate setting methodology for a residential health care facility;

Ability or skill in the area of cost accounting technology related to capital forecasting and indirect cost allocation plans;

Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, or closely related field and one (1) year of experience in the organization, preparation, and application of financial operations, which shall have included budgeting, auditing, or accounting; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, or closely related field and three (3) years of experience as described in (a) above; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.