

## ASSISTANT CONTROLLER (Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for assisting the Controller (Department of Nursing Homes) with directing and managing the financial operations of the County Department of Nursing Homes. These responsibilities include accounting, reporting, budgeting, financial and cash flow planning, purchasing, and inventory control. The work is carried out under the general direction of the Controller (Department of Nursing Homes) with broad leeway allowed in applying well established accounting principals, theories, concepts, and practices to a variety of problems. Supervision is exercised over subordinate professional and clerical employees. An Assistant Controller (Department of Nursing Homes) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists the Controller by overseeing accounting, billing, collections, and financial reporting functions;
- Works with the Controller and colleagues to share responsibility for operational aspects of the Finance Department;
- Ensures coverage for critical functions;
- Supervises staff;
- Manages all daily accounting operations and accounting information systems including general ledger functions, accounts receivable functions and financial reporting;
- Supervises cash management;
- Ensures financial record systems are maintained in accordance with generally accepted accounting principles and in compliance with state, federal and accrediting regulations;
- Gathers, collates, and reports key statistics through the effective utilization of information systems;
- Ensures maximum third-party reimbursement through understanding of cost reimbursement principles;
- Assists the Controller with the monthly and year-end financial close and preparation of the annual financial statements;
- Assists the Controller in the preparation of the annual Medicare & Medicaid Cost Reports;
- Assists the Controller in coordination of the annual audit activities, including preparation and review of workpapers and general ledger accounts;
- Assists the Controller in the preparation of the annual budget, budget variation reports and necessary annual reporting and audits;
- Identifies areas for system efficiencies and improvements;
- Contributes to the department internalization of new tools and efficiencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of accounting methods and budgetary procedures; good knowledge of the techniques of monitoring expenditure of funds; good knowledge of business administration procedures; good knowledge of the techniques of solving financial problems; good knowledge of purchasing and inventory practices; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to acquire familiarity with laws, regulations and policies; ability to identify and set priorities; ability to verbally explain and defend budgets, ability to interpret financial reports; skill in organizing and consolidating narrative and tabular material into a clear, logical, fiscal plan; skill in communicating effectively both orally and in writing; ability to maintain confidentiality; good judgement; thoroughness; dependability.

MINIMUM QUALIFICATIONS: Either

A. Possession of a Master's degree in Business Administration, Public Administration, Accounting, Business Education, or a related field and one year of experience which shall have included experience with Medicare or Medicaid billing practices;

OR

B. Possession of a bachelor's degree including or supplemented by eighteen (18) semester hours in accounting or business administration and two years of business administration experience including accounting and budgeting which shall have included experience with Medicare or Medicaid billing practices;

OR

C. Possession of an Associate's degree in accounting or business administration and four years of business administration experience including accounting and budgeting, two years of which shall have included experience with Medicare or Medicaid billing practices;

OR

D. Graduation from high school or possession of a high school equivalency diploma and six years of business administration experience including accounting and budgeting, two years of which shall have included experience with Medicare or Medicaid billing practices;

OR

E. An equivalent combination of training and experience as indicated in A, B, C, and D.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

-

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/22/2023