Critical Access Hospital Controller Job Description

Department: Finance

Reports To: Chief Financial Officer (CFO)

FLSA Status: Exempt

Position Summary

The Controller is responsible for directing and managing the daily financial operations of the Critical Access Hospital, ensuring accurate financial reporting, regulatory compliance, strong internal controls, and effective stewardship of organizational resources. The Controller oversees accounting, payroll, accounts payable, accounts receivable, fixed assets, budgeting, financial reporting, and financial analysis while supporting the hospital's strategic goals.

Essential Duties and Responsibilities

Financial Management

- Direct accounting functions including general ledger, accounts payable, accounts receivable, payroll, cash management, and fixed assets.
- Assist CFO with the following:
    - Prepare accurate monthly financial statements.
    - Develop annual operating and capital budgets.
    - Monitor departmental budgets and provide variance analyses.
    - Prepare financial reports for executive leadership and the Board.
    - Maintain cash flow projections and oversee month-end and year-end close.

Regulatory Compliance

- Ensure compliance with Medicare, Medicaid, GAAP, and applicable federal and state regulations.
- Assist with Medicare Cost Report preparation and audits.
- Coordinate annual financial audits and maintain internal controls.

Revenue Cycle Oversight

- Collaborate with Revenue Cycle leadership to monitor billing, collections, reimbursement, denials, and accounts receivable.

Leadership

- Supervise finance staff through hiring, training, coaching, and performance evaluations.
- Promote accountability and continuous improvement.

Strategic Financial Planning

- Assist leadership with long-range financial planning and capital planning.
- Provide financial analyses for new services and organizational initiatives.

Internal Controls and Risk Management

- Maintain financial policies and procedures.
- Safeguard organizational assets and strengthen internal controls.

Minimum Qualifications

- Bachelor's degree in Accounting or Finance required.
- Five years of progressively responsible accounting experience.
- Three years of healthcare finance preferred.
- Critical Access Hospital or rural healthcare experience strongly preferred.

Knowledge, Skills, and Abilities

- Knowledge of hospital accounting and Critical Access Hospital reimbursement.
- Understanding of Medicare and Medicaid regulations.
- Strong budgeting, forecasting, and financial analysis skills.
- Excellent communication, leadership, and organizational skills.
- Proficiency with Microsoft Excel and healthcare financial systems.

Performance Measures

- Accuracy and timeliness of financial reporting
- Budget performance
- Audit outcomes
- Regulatory compliance
- Cash flow management
- Internal control effectiveness
- Staff development and leadership