

CONTROLLER
(Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for 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 Director 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. A Controller does related work as required.

TYPICAL WORK ACTIVITIES:

- Confers with Director in order to provide advice and counsel regarding economic and efficient management of facilities;
- Establishes accounting records and procedures to conform to local, state, and federal requirements and installs procedures for encumbrance, expense accounting, and distribution of revenues by establishing procedures for assigned personnel;
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;
- Determines depreciation rates to apply to capital assets;
- Supervises the preparation of and transmits periodic and special financial reports to appropriate federal and state authorities to be used in developing reimbursement rates or as may be required by the Director;
- Reconciles department financial records with those of the County Treasurer on a monthly basis;
- Arranges for independent audits of institutional accounts;
- Issues budget preparation schedule to all unit heads and reviews and consolidates budget requests and revenue sources to prepare and develop the budget document;
- Explains tentative budget to legislative committees or others to improve their understanding;
- Establishes purchasing procedures;
- Reviews and studies rate methodologies, reimbursements, and develops appeals where indicated;
- Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Prepares long and short term financial plans and projections;
- Provides a variety of fiscal, statistical and business management information;
- Oversees, programs, and maintains electronic data processing systems to process, record, report, analyze, and project accounting and statistical information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of accounting methods and budgetary procedures; thorough 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; good judgement; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Accounting, Business Education, or a related field and two years of business administration experience including accounting and budgeting, one year of which shall have included experience with Medicare or Medicaid billing practices;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by twenty-four (24) semester hours in accounting or business administration and three years of business administration experience including accounting and budgeting, two years of which shall have included experience with Medicare or Medicaid billing practices;

OR

- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting or business administration and five years of business administration experience including accounting and budgeting, three years of which shall have 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 seven years of business administration experience including accounting and budgeting, three 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.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/17/79

Revised: 7/17/90

Revised: 8/18/17