

NURSING HOME ADMINISTRATOR-CONTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, directing, and managing the overall operation of the County Department of Nursing Homes, including the financial and business operations of the nursing facilities. The incumbent is responsible for ensuring that accounting, financial reporting, budgeting, purchasing, reimbursement, and related business practices comply with applicable County, State, and federal requirements. Work is performed in accordance with established policies, laws, rules, and regulations, with wide leeway permitted for the exercise of independent judgment in carrying out assigned responsibilities. The work is carried out under the general direction of the Director of the Department of Nursing Homes. Supervision is exercised over professional, technical, clerical, and other employees. A Nursing Home Administrator-Controller does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs and manages the overall day-to-day activities and operations of the nursing home facilities;
- Provides advice and counsel to the Director of Nursing Homes concerning the economic and efficient management and operation of the facilities;
- Supervises assigned professional, technical, clerical, and other employees, including the assignment and review of work, evaluation of performance, and participation in personnel matters;
- Supervises the purchase of supplies, equipment, and other materials and maintains appropriate inventory and purchasing controls;
- Establishes and maintains accounting records and procedures in accordance with applicable County, State, and federal requirements;
- Directs the preparation and maintenance of financial records, including procedures for encumbrances, expenditures, revenues, and distribution of revenues;
- Develops, coordinates, and monitors the annual operating budget, including issuing budget preparation schedules, reviewing departmental requests, evaluating revenue sources, and consolidating budget information;
- Monitors expenditures, revenues, cash flow, and other financial activities and identifies actual or anticipated financial problems or needs;
- Directs the preparation and submission of periodic and special financial reports required by federal and State agencies, including reports used in determining reimbursement rates;
- Oversees Medicare, Medicaid, and other third-party billing and reimbursement activities and monitors the accuracy and timeliness of related claims and payments;
- Provides financial, statistical, operational, and business management information to the Director of Nursing Homes and other appropriate County officials;

- Explains and defends proposed budgets, financial plans, and other fiscal matters to legislative committees, County officials, regulatory agencies, and others as required;
- Supervises the development and maintenance of property classification, fixed asset, and inventory control systems;
- Supervises the physical operation of the nursing home facilities, including maintenance, repairs, environmental conditions, and the proper operation and maintenance of buildings and equipment;
- Explains nursing home policies, regulations, and requirements in cases of noncompliance and communicates applicable policies and regulations to residents, relatives, visitors, and staff;
- Cooperates with hospitals, nursing homes, health care providers, and community organizations in developing and implementing in-service training and other programs;
- Monitors compliance with applicable federal, State, and local laws, regulations, reimbursement requirements, and County policies affecting the operation of the nursing facilities;
- Assists in responding to regulatory surveys, inspections, audits, and requests for information from governmental and regulatory agencies;
- Prepares, reviews, and presents administrative, financial, statistical, and operational reports and correspondence;
- Performs other administrative, financial, and operational duties related to the management of the Department of Nursing Homes as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of nursing home administration; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of techniques for monitoring expenditures and revenues; good knowledge of modern institutional management and maintenance practices; good knowledge of business administration procedures; good knowledge of institutional financial accounts and records; good knowledge of Medicare, Medicaid, and other health care reimbursement practices; good knowledge of purchasing and inventory control practices; good knowledge of the general medical care field; ability to prepare, analyze, interpret, and explain financial reports and budgets; ability to prepare clear and concise written and oral reports; ability to develop and evaluate short- and long-term financial plans and projections; ability to identify and establish priorities; ability to communicate effectively both orally and in writing; skill in organizing and consolidating narrative and tabular material into clear and logical financial and administrative plans; good judgment; emotional stability; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a license granted by the New York State Board of Examiners of Nursing Home Administrators to practice as a Nursing Home Administrator in New York State and either:

- A. Possession of a Master's degree in Business Administration, Public Administration, Accounting, Business Education, or a related field and two (2) years of business administration experience including accounting and budgeting, one (1) year of which shall have included experience with Medicare or Medicaid billing practices;

OR

- B. Possession of a Bachelor's Degree including or supplemented by twenty-four (24) semester hours in accounting or business administration and three (3) years of business administration experience including accounting and budgeting, two (2) years of which shall have included experience with Medicare or Medicaid billing practices;

OR

- C. Possession of an Associate Degree in accounting or business administration and five (5) years of business administration experience including accounting and budgeting, three (3) 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 (7) years of business administration experience including accounting and budgeting, three (3) 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

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