

## **Champaign County Job Description**

**Job Title:** Comptroller

**Department:** Nursing Home

**Reports to:** Nursing Home Administrator

**FLSA Status:** Exempt

**Prepared Date:** February, 2003

### **POSITION PURPOSE**

Oversees all aspects of financial operations including interpretation and preparation of financial and statistical reports. Directs computer operations.

### **NATURE AND SCOPE**

The Comptroller reports to the Nursing Home Administrator and provides supervision for the Intermediate Account Clerks, Accountant and the Automated Information Systems Coordinator.

The Comptroller reviews and audits claims for payment generated by the Nursing Home, ensures that all expenditures are recorded against the appropriate accounts, and follows General Accepted Accounting Principles. The incumbent also has the responsibility for controlling the billing for all Nursing Home revenue.

The Comptroller has direct responsibility for operating budgets of data processing and billing departments within the Nursing Home; including data processing equipment operations, and maintenance of internal controls for investments and accounting systems.

The Comptroller coordinates the annual budget process to provide the Nursing Home with a reliable method of forecasting the cost of operations. The Comptroller should keep Department Heads informed of their budget status.

The Comptroller coordinates the on-going preparation of financial reports, and the review and recording of payroll expenses. The incumbent is also responsible for reporting appropriate financial information to government agencies as required; including, but not limited to, Medicare & Medicaid Credit Balance Reports, Illinois Public Aid Provider Tax Reports and Medicaid/Medicare cost reports.

The Comptroller supervises the generation of inventory reports. The incumbent assures adherence to established purchasing policies and maintains accurate classification of expenditures and internal controls over purchases.

The Comptroller coordinates all fiscal year-end activities including supervising and auditing physical inventory count, scheduling outside audit and preparing all needed financial information such as fixed assets, depreciation, donations, adjusting journal entries and trial balances.

The Comptroller ensures claims are billed accurately as well as to the appropriate payor by performing internal audits of control processes, procedures and filing of claims. This responsibility includes working closely with other Department Heads and/or other appropriate personnel to devise and implement controls and/or procedures to ensure billing accuracy is maintained.

The Comptroller provides supervision of collection activities by the Accounting Office. The Comptroller will also become the final internal collections point (Collection Officer), if the Intermediate Account Clerk or Accountant are unable to obtain cooperation of the responsible party by following routine collection procedures.

The Comptroller will investigate possibilities of insurance coverage of patients. The incumbent will also establish agreements and/or filing arrangements between Champaign County Nursing Home, the insurance company and/or responsible party, as appropriate.

The incumbent also directs data processing operations to assure the technical support needed to meet end user needs. This includes the implementation of system enhancements, hardware upgrades, and availability of information to all departments.

The principle challenge facing this position is ensuring the compliance of all Nursing Home transactions with approved accounting policies and procedures. An additional challenge is coordinating the data processing applications to ensure optimum system efficiency and end user satisfaction while implementing enhancements.

The decisions made by the Comptroller are circumscribed by established policies and procedures. The incumbent makes decisions regarding the interpretation of accounting policies and procedures and the supervision of reporting positions to achieve results.

The functions of this position require that the incumbent possess a Bachelor's Degree in Accounting or equivalent. Must have a demonstrated understanding of third-party billing procedures, including Medicaid and Medicare. Must have a working knowledge of Microsoft Office software and a familiarity with health care software systems. Three to five years of experience in the health care industry is preferred.

## **PRINCIPAL ACCOUNTABILITIES**

Ensures the accuracy and policy compliance of Nursing Home accounting transactions.

Provides accounting review of systems, reports and statistical information to ensure internal controls and support for the budget process and on-going operations, completes Title IX and XX cost reports.

Monitors aging of accounts receivables and implements collection procedures as necessary.

Coordinates implementation of controls and processes to ensure proper and accurate billing (payor, items billed, amounts charged). Optimally, coordination of this process should benefit

all affected departments or enable them to streamline individual department processes, if possible.

Oversees the data processing functions to ensure the satisfaction of user needs including departmental needs.

Advises Nursing Home staff, patients and their families regarding established accounting policies and procedures to ensure compliance with policy and Generally Accepted Accounting Principles, assists residents and families with questions concerning insurance and Medicare/Medicaid billing.

Provides effective supervision of support personnel.