

Walla Walla Community Hospice
1067 Isaacs Ave.
Walla Walla, WA 99362
(509) 525-5561

Position Description: Finance Controller

Purpose: The main role of Walla Walla Community Hospice Financial Controller is to ensure the company's financial health by overseeing all financial planning and analysis activities.

Responsibilities:

Responsible to the Executive Director for financial recordkeeping, report preparation, analyzing financial data, monitoring internal controls, financial reporting, billing preparation and follow-up, coordination of office information technology for the organization, accounts payable and receivable, evaluate and manage risk, and preparing income statements.

Qualifications:

- Bachelor's degree in business or related field preferred or equivalent experience
- Sound knowledge of accounting fundamentals and finance management
- Compliance oriented and have previous experience with audits preferred
- Excellent computer skills, including use of Windows Professional Office Suite, proficiency in Quick Books Pro and other accounting software
- Has strong interpersonal skills that promotes a positive culture, ability to coordinate and communicate appropriately with co-workers, supervisor, vendors, and all others in the work environment.
- Demonstrates ability to be timely, accurate, detail oriented, and has strong analytical skills
- Must be trustworthy, dependable, and bondable.
- Must be able to take direction, work independently and effectively as part of a multidisciplinary team in a positive, professional manner, which supports the mission of the organization.

Skills:

- Technical Accounting Skills: Needs a strong background in generally accepted accounting principles (GAAP) and may benefit from specialized expertise in areas relevant to hospice operations.
- Industry-Specific Experience, Regulations, and Compliance: A strong working knowledge of hospice preferred
- Interpersonal Skills: Build a positive and productive culture amongst team members. This role requires strong listening and interpersonal skills.
- Professional Development Drive: Strive to optimize accounting processes and business efficiency.
- Sharp Eye for Detail: Detail and analytical skills are necessary for this role.

Reviewed/approved _____

Date _____

Functions: This is a list of the major functions of the position for your guidance and is not intended as a complete list, and may be modified verbally or in writing by the Executive Director at any time to reflect the changing needs of WWCH.

- 1) Maintain proper financial recordkeeping for the organization, including all accounts receivable, accounts payable functions through month and year-end financials. Gather and distribute proper documents to Audit Firm (Hansen, Hunter & Co., P.C.) for annual audits/reviews.
- 2) Be familiar with provider contracts, Medicare/Medicaid/Private hospice billing rules and procedures, verify insurance of all patients and obtain authorization when needed, coordinate and facilitate monthly billing with billing company and follow-up on any accounts receivable.
- 3) Tracking, reporting, and analyzing budget variances as needed by Executive Director
- 4) Reviewing the company's financial statements to ensure they are accurate and raising concerns to Executive Director
- 5) Ongoing monitoring and balancing of bank accounts, retirement plans, and investments
- 6) Preparing month-end reports for management, including profit and loss statements, balance sheets, and cash flow statements
- 7) Recommending changes in policies or procedures that will improve financial performance
- 8) Forecasting future financial performance and review of it with Executive Director
- 9) Collaborate with Executive Director to prepare and analyze budget
- 10) Providing accurate financial reports to management
- 11) Ensuring compliance with government regulation
- 12) Facilitate the current Pharmacy Benefit Manager (PBM) and make sure all patients are properly set-up with accounts within our PBM cloud based portal.
- 13) Participate in Quarterly Business Reviews and recommend changes to improve efficiencies and financial performance
- 14) Scanning of patient AR documents into the Server files. Maintain the financial and patient files in storage and arrange annually (or as needed) to have old documents shredded in accordance with stated retention policies. Maintain adequate storage in file room for current and most current patient files.
- 15) Preparation of bi-weekly payroll and quarterly payroll reports and payments.
- 16) Preparation of monthly financials and other reports for Board Treasurer.
- 17) Preparation of taxes related to payroll, sales, property, etc.
- 18) Preparation of information, reports, applications, etc. for other agencies as needed to maintain licensure with the various institutions we do business with including but not limited to gathering and delivering information for the annual Medicare Cost Report and the Medicare Cap Report.
- 19) Preparation of the Medicare Credit Balance Report
- 20) Coordinate computer hardware and software used by office, including plans for purchases, upgrades, installations, maintenance, employee training and assistance, and troubleshooting. Maintain records of all computer and phone equipment and monitor the use and replacement. Maintaining integrity of office Network. Ascertain all mobile equipment is HIPAA compliant and employees are trained in its use. Maintain and facilitate the backup of WWCH data to an offsite location. These duties are in coordination with our Technology Solution vendors.

Reviewed/approved _____

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- 21) Become bonded and a Notary Public- performs this function as needed for patients and their families
- 22) Attend appropriate meetings and training as required by Executive Director
- 23) Perform other duties as assigned

The position Finance Controller is on an at-will basis. This means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or reason, unless expressly prohibited by law.

Signature of Employee

Date

Reviewed/approved _____

Date _____