

# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing Date:**  
Open Until Filled

**Controller**  
**Full Time**

**Wage Rate: \$40.20-\$59.78**  
DOE

Modoc Medical Center is accepting applications for a full-time, benefit-eligible Controller. Under the direction of the Finance Director, the Controller directs the financial activities of the organization and establishes or recommends to management major economic objectives and policies for the facility. Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses and earnings based on past, present and expected operations. Assists the Finance Director in directing and preparing the fiscal year budgets; directs the determination of depreciation rates to apply to capital assets; advises management on desirable operational adjustments as necessary. Arranges for audits of company's accounts and ensures regulated reporting requirements are met.

**Demonstrates Competency in the Following Areas:** Proficiency in accounting, general ledger and GAAP; knowledge of internal controls and existing accounting procedures; ability to train others and to look at the overall structure of the department and workflow. Has a working knowledge and understanding of revenue and expense drivers and how they impact the business. Must have a proficiency in Microsoft Office applications, specifically Excel.

**Professional Requirements:** Adheres to dress code, appearance is neat and clean; Completes annual education requirements; Maintains regulatory requirements, including all state and federal regulations; Maintains and ensures patient confidentiality at all times; Reports to work on time and as scheduled; Wears identification while on duty; Attends annual review and performs departmental in-services; Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff; Represents the organization in a positive and professional manner; Attends committee and management meetings, as appropriate; Ensures compliance with policies and procedures regarding department operations, fire, safety and infection control; Complies with all organizational policies regarding ethical business practices; Communicates the mission, ethics and goals of the facility, as well as the focus statement of the department.

**Requirements:** Four year degree in a business related field (Accounting Degree preferred); highly-developed organizational skills; recent experience in the hospital field preferred. Critical Access Hospital (CAH) accounting experience a plus.

**Physical Demands:**

Able to lift 20 lbs.; withstand long periods of sitting.

Interested candidate may apply on-line at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)

Modoc Medical Center - Human Resource Department  
PO Box 190 – Alturas, CA 96101