

Department: Horace Nye Home
Classification: Competitive
Grade: 8M/C

SPEC DISK B7
DOCUMENT 02

NURSING HOME FACILITY COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the operation of the Nursing Home Facility Business Office including accounting and various activities related to business management and certain other administrative activities. The work is performed under the general direction of the Administrator in accordance with established policies and instructions from the Administrator in specific cases. An incumbent has considerable latitude for carrying out responsibilities under the limits previously described. Supervision may be exercised over subordinate personnel in the business office. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative Only)*

Supervises the maintenance of a variety of accounts reflecting the financial operation of the Nursing Home Facility;
Has charge of the preparation of various accounting and statistical reports and statements;
Oversees the operation of accounting procedures and determines necessity for changes in order to improve efficiency of office functions;
Helps to prepare operating budget in conjunction with other administrative personnel;
Keeps Division Heads informed on the current status of their particular budgetary appropriations;
Oversees the preparation of cost reimbursement records and reports to governmental and private third party agencies;
Makes recommendations to administration concerning means of reducing Nursing Home Facility operating costs and increasing revenues based on necessity;
Advises Nursing Home Facility management employees of current requirements, reimbursement provisions of federal, state and third party payment agencies to maintain proper fiscal and business administration activities for the institution;
Is responsible for insuring that Nursing Home Facility property and equipment are properly insured;
Oversees the collection and credit practices;
Selects and oversees training of business office and other administrative personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business administration practices and procedures as they relate to the business management of a Nursing Home facility; thorough knowledge of accounting principles, methods; good knowledge of modern office terminology, procedures and equipment; ability to plan and supervise the work of others; ability to prepare and present complex written and oral reports clearly and concisely.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Accounting, Business Administration, or a closely related field and two years of experience in the organization, preparation, and application of financial operations, which must have included the maintenance of double entry books of a business including the general ledger, or in maintaining municipal agency books involving appropriate accounting and the preparation of budget and financial reports; or
- (b) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Accounting, Business Administration, or a closely related field and four years of experience as described in (a) above OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.