CHIEF HOSPITAL ACCOUNTANT

DEFINITION
Under direction, provides technical support to the Hospital Controller at Natividad Medical Center (NMC) in the development, implementation and maintenance of NMC's general accounting system; prepares financial reports and designs financial controls for the institution and does other work as required.

DISTINGUISHING CHARACTERISTICS
This is a single position class at NMC, distinguished from other accounting classes by the requirement to possess and apply comprehensive knowledge of hospital operations, medical insurance reimbursement programs cost accounting procedures and government funding reimbursement.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Develops, implements and maintains general accounting systems and controls; supervises and participates in the review and analysis of accounting records
2. Assists in the preparation of detailed financial plans for NMC by analyzing and evaluating statistical and financial data and preparing budgets, projected patient levels, proposed staffing requirements and projected operating costs
3. Defines the accounting requirements for NMC for incorporation into the patient accounting system, fiscal and statistical information system and other medical center accounting systems
4. Analyzes data and proposes methods for tracking and reporting financial information to various external agencies
5. Prepares financial reports including cost reimbursement plans for MediCare, MediCal and other insurance providers; prepares reports of NMC Enterprise Fund activities to meet County requirements
6. Plans, assigns, and reviews the work of subordinate accountants and clerical personnel; trains and evaluates personnel
7. Prepares and publishes monthly financial statements including Balance Sheet, Statement of Revenue and Expenses, and Statement of Cash Flow
8. Oversees the accounting and accuracy of over $40 million in government funding
9. Prepares Intergovernmental Transfers to the State; bills State for government programs
10. Prepares and files Hospital Surveys for Public Health Agencies and economic bureaus
11. Acts as Hospital liaison for MediCal and MediCare audits

QUALIFICATIONS
A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:
**Thorough knowledge of:**

1. Principles and practices of hospital and healthcare budgeting and financial management
2. Laws, rules and regulations influencing medical center fiscal operations, including MediCal and MediCare requirements; GAAP, OCBOA, OSHPD reporting and government program accounting
3. Accounting principles, theories, concepts and their practical applications to medical center operations in general and to cost accounting and cost recovery in specific
4. Automated systems related to Clinical Services, Operations and Support Services of an acute care hospital. (i.e., MEDITECH)
5. Principles of mathematical and statistical analysis, preparation and presentation
6. The uses of standard computer-based business applications
7. Financial modeling

**Working knowledge of:**

1. Principles and practices of financial management
2. Principles of governmental accounting
3. Principles and practices of personnel management, including recruitment, planning and organizing work, delegating authority, motivating subordinates, appraising performance and administering discipline
4. Principles and practices of medical staff interaction and organization in an acute care facility

**Skill and Ability to:**

1. Develop financial and other operational systems to accurately control NMC activities
2. Train and supervise accounting personnel
3. Make sound financial decisions and recommendations to management in regards to professional accounting problems in maintaining fiscal control of NMC
4. Interpret and apply legal requirements and administrative policies to accounting functions
5. Interpret financial data for non-financial managers
6. Implement appropriate changes in accounting systems and procedures
7. Coordinate deadlines and data requests including those from all Health units in the County of Monterey
8. Accurately analyze fiscal data and adopt an effective course of action
9. Establish and maintain effective working relationships with all levels of staff and other contacts
10. Prepare clear and comprehensive financial, narrative and statistical reports
11. Communicate ideas and information, effectively, both orally and in writing

**REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

Pass a pre-employment physical/medical assessment and background check.

**Working Conditions**

During the course of work, incumbents at Natividad Medical Center may come in contact with infectious organisms and other potentially hazardous substances.
EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

**Education**

Equivalent to a bachelor’s degree in Business or Public Administration, Accounting or a closely related field; and

**Experience**

Four (4) years accounting experience, two years of which were in an acute care hospital, performing a full range of professional accounting duties.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to sit for extended periods of time while working on a computer or performing other administrative work
2. Ability to frequently lift and carry up to 10 pounds, such as when carrying printed materials
3. Ability to read patient data and financial information on papers and computer screens; ability to use a computer screen on a constant basis
4. Ability to perform repetitive motions pertaining to the operation of a computer keyboard
5. Ability to hear normal speech when talking to staff; ability to hear and talk on the telephone and in person
6. Ability to work in an environment that has frequent risk of exposure to hazardous materials, infectious agents, and/or radiation

CLASS HISTORY

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<tr>
<th>Class Code: 20B91</th>
<th>Class Data</th>
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Former Title: February 2010

Bargaining/Employee Unit: X

FLSA: E

MOCO OT: N

Prepared by: Gerta McClay, SPHR, IPMA-CP

Management Specialist

Approved by: Janine Bouyea, PHR

NMC Human Resources Administrator

/s/ Janine Bouyea 2/17/2010

Date