

**TUBA CITY REGIONAL HEALTH CARE CORPORATION (TCRHCC)**  
**Job Description**

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**ASSISTANT CONTROLLER**

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<b>Date:</b> August 29, 2007	<b>Department:</b> Finance
<b>Reports to:</b> Chief Financial Officer	<b>FLSA:</b> Exempt
<b>Human Resources Review:</b>	<b>Approved by:</b>

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<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
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**POSITION SUMMARY**

The Assistant Controller position at Tuba City Regional Health Care Corporation is responsible for preparing and entering journal entries to the General Ledger, analyzing transactions within various General Ledger accounts, analyzing activity from subsidiary ledgers to ensure the accuracy of the hospital's financial records, and assists the Controller in preparation and distribution of financial statements, and with the monthly General Ledger account reconciliations.

**QUALIFICATIONS**

**MINIMUM MANDATORY QUALIFICATIONS**

**Education:**

Bachelors degree in Accounting or the equivalent

**Experience:**

At least **one year** of experience as a full-charge general accountant with a hospital, health center or clinic having a staff of at least 100 employees or annual net revenues of at least \$10 million;

OR, at least **two years** of experience with a non-profit, educational or governmental organization having a staff of at least 100 employees or annual net revenues of at least \$10 million

OR, at least **four years** of experience in public accounting.

**Other Skills and Abilities:**

A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. All employment references must address and indicate success in each one of the following areas:

- Positive working relationships with others
- Possession of high ethical standards and no history of complaints
- Reliable and dependable; reports to work as scheduled without excessive absences.
- Thorough understanding of Generally Accepted Accounting Principals as they apply to a non-profit corporation
- Thorough understanding of Microsoft Excel and a computerized general ledger system designed for medium to large-sized companies

**PREFERRED QUALIFICATIONS**

**Other Skills and Abilities:**

Ability to speak Navajo, Hopi, or San Juan Southern Paiute

## **ESSENTIAL FUNCTIONS**

### **General Ledger**

1. Prepare and enter journal entries in the TCRHCC General Ledger system in a manner consistent with existing department procedures to accurately record financial transaction of various types.
2. Analyze various accounts within the GL system to ensure that financial transactions have been posted correctly and that month-end and year-end balances fairly represent the corporation's financial status.
3. Correct erroneous transactions and miscoded entries in the GL in a prompt manner.
4. Prepare monthly financial statements and distribute them to management staff.
5. Observe departmental and corporate internal control procedures and report suspected irregularities to the appropriate manager.
6. Develop and maintain an adequate knowledge of accounting principles as they pertain to TCRHCC.
7. Develop and maintain a thorough working knowledge of the corporation's computerized financial systems.
8. Assist external auditors in the performance of periodic audits of the corporation's financial records.

### **Other Duties**

1. Serve as a backup to the payroll clerk for the processing of timesheet data for direct hire employees into the TCRHCC payroll system.
2. On a routine basis, monitor and audit payroll payments, tax, benefit and other deductions to ensure accurate payments to employees and accurate accruals of benefits.
3. Monitor and audit the posting of payroll, tax and benefit transactions to the corporation's General Ledger system and correct erroneous or miscoded transactions in a timely manner.
4. Assist the Fiscal Officer/Controller in the filing and payment of payroll-related taxes benefits deductions and other deducted amounts with the appropriate agencies or benefits administrators.
5. Maintain confidentiality of payroll-related information in accordance with corporation and departmental policies.
6. Develop and maintain a thorough working knowledge of the corporation's computerized payroll system.
7. Monitor and audit account coding of vendor payment vouchers to ensure accurate posting to the General Ledger.
8. Monitor and audit cash collections and ensure accurate posting to the General Ledger.

## **PROBLEM SOLVING**

Problems solving skills will be critical to the effective performance of this job, which will provide staff with guidance to resolve employee issues, work on problem resolution and facilitate improvements in performance and working relationships.

## **MENTAL AND PHYSICAL EFFORT**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Physical:**

The duties of the position are performed in an office environment and require the ability to sit for extended periods of time, to occasionally stoop to pick up small objects and to occasionally lift objects up to 15 pounds in weight. The duties require the ability to use a telephone, personal computer, calculator and typewriter.

**Mental:**

Uses independent judgment and analytical skills to make decisions that impact operations, finances and customer service within the organization and to carry out all responsibilities related to this position.

**IMPACT**

Provides expertise and leadership in a functional area of this department, and participates in the development of goals and objectives by providing input into the strategic process on improvements in their area of responsibility. Assures that the mission, "To provide accessible, quality, culturally sensitive healthcare", is considered in all decision-making.

**NAVAJO/INDIAN PREFERENCE**

**TCRHCC is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation or another federally-recognized Indian tribe will be given preference in hiring and employment for this position.**

**APPLICATION DECLARATION**

I have read the qualifications and requirements for the position of Assistant Controller. To the best of my knowledge, I believe I can perform these duties.

Employee Name (PRINT): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_