

LOWER UMPQUA HOSPITAL JOB POSTING

Position	CONTROLLER
Department	Accounting
Status	Full-time
Post Date	February 13, 2019
Date Available	Immediately
Close Date	Until filled

Lower Umpqua Hospital seeks a full-time Controller to join our Accounting team.

The Controller is responsible for the preparation and maintenance of the general ledger used for developing financial statements and reports. The Controller also researches and analyzes all accounting data and reports to the Chief Financial Officer. The Controller supervises A/P, and Payroll functions.

ESSENTIAL DUTIES:

- Preparation and maintenance of the General Ledger.
- Reconciles the bank accounts
- Overseeing and advising of payroll and payment data entering.
- Preparation of annual audit report work papers.
- Identifying system capabilities and limitation.
- Ability to process accounts payable and payroll. Provides vacation relief for a very small department
- To interpret accounting policy and regulations.

ADDITIONAL DUTIES:

- Maintaining equipment inventories.
- Oversees the malpractice and general liability insurance for the organization.
- To keep financial information confidential.
- To prepare and recommend policies and procedure.
- Maintain professional and technical knowledge of accounting.

QUALIFICATIONS:

- BS/BA in accounting or finance required; CPA, Master’s Degree, or HFMA certification preferred.
- Excellent customer relations skill.
- Good math skills.
- Good reading and communication skills.
- Knowledge of Microsoft Word and Excel.
- Two years relevant supervisory experience.
- Healthcare experience is preferred but not required. However, the candidate should possess the ability to quickly learn new terminology and processes.

Lower Umpqua Hospital offers competitive wages and benefits including:

Health/Dental/Vision Insurance (very low deductible)

Life Insurance

Short-Term Disability

Retirement Plan

Flexible Spending Account

AFLAC

Ability to purchase additional life insurance for yourself and your dependents

Ability to purchase long term disability

Generous PTO Accrual

Discounts within the Health District on Medical Bills

Contact	Holly Tavernier, Director of Human Resources	Phone Number	(541) 271-6327
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