

## **ASSISTANT COMPTROLLER – GLENDALE HOME**

Schenectady County's Glendale Home is hiring for an Assistant Comptroller.

Incumbent for this position will work closely with Glendale's Comptroller and Schenectady County's finance department and will for assisting the Comptroller in auditing and monitoring financial records, including billing for patient care, maintenance of general ledger, accounts receivable, patient trust funds, fixed asset records and Medicare and Medicaid cost reports.

### **TYPICAL WORK ACTIVITIES:**

- Assists with the administration of Glendale Home's activities relating to finance, administration, general accounting, patient business services, and financial statistical reporting;
- Conducts individual audit assignments according to established schedules and available resources;
- Examines and audits bills;
- Develops and maintains a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;
- Prescribes approved methods and forms for financial accounting and record keeping;
- Provides for a system of encumbrances and maintains records;
- Assists in the development of cost accounting systems for various administrative units;
- Audits outside contractors as may be required by the terms of Federal or State grants;
- Prepares and compiles data for financial and statistical reports;
- Prepares reports of findings and makes recommendations for review and approval by the Comptroller;
- Plans, implements and completes various projects as directed by the Comptroller

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Accounting or Business Administration and three (3) years of financial experience that shall have included billing and reimbursement management for a skilled nursing facility in New York State and the maintenance and auditing of financial systems.; OR

- (B) Graduation from a regionally accredited or New York State College with an Associate's degree in Accounting or Business Administration and five (5) years of experience as defined by the limits of (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.