



EMPLOYMENT ANNOUNCEMENT

POSITION:	COMPTROLLER	DEPARTMENT:	FINANCE
SUPERVISOR:	CHIEF FINANCE OFFICER	STARTING SALARY:	BACHELORS: \$31.33
CLASSIFICATION:	REGULAR, FULL-TIME	<i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i>	MASTERS: \$34.37
OPENING DATE:	JANUARY 19, 2024	CLOSING DATE:	OPEN UNTIL FILLED

POSITION SUMMARY:

The Comptroller plays a crucial role in supporting and complementing the Chief Finance Officer's responsibilities, with a focus on financial management, budgeting, and fiscal operations.

MAJOR DUTIES:

- Assists in overseeing the organization's financial operations, ensuring accuracy, transparency, and compliance with accounting standards.
- Collaborates in the development and monitoring of the annual budget, working closely with department heads to align budgetary goals with organizational objectives.
- Assists the Finance Manager in generation and analysis of financial statements, working with the finance team to provide timely and accurate reports to the executive team, the CEO, and external stakeholders.
- Monitors internal controls, conducting regular audits to ensure the effectiveness of financial safeguards and compliance.
- Coordinates with external auditors during the annual audit process, providing necessary financial documentation, explanations, and implementing audit recommendations.
- Collaborate with the CFO on financial forecasting and analysis, supporting strategic decision-making and assessing the financial implications of various scenarios.
- Supports cash flow management, accounts receivable and payable monitoring, and recommends strategies for optimizing working capital.
- Assists in the financial aspects of grant funding, ensuring compliance with grant requirements, and participating in grant proposal development.
- Assists the CFO with the operations and reporting for New Market Tax Credits (NMTC), ensuring effective management of these credits to support community development projects, while also meeting reporting obligations in accordance with applicable regulations and guidelines.
- Collaborates with department heads to identify opportunities for cost reduction without compromising quality or patient care and participates in the development and implementation of cost control strategies and initiatives across the organization.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Bachelor's degree in financial management, Accounting, or a related field.
- Proven experience as a financial leader.
- Strong understanding of healthcare financial regulations.
- Exceptional analytical and problem-solving skills.

DESIRED QUALIFICATIONS:

- Master's degree in finance management, Accounting, or Business Administration (MBA).
- Knowledge of healthcare reimbursement systems.
- Excellent leadership and interpersonal skills.
- Strategic planning and financial modeling expertise.

APPLICANTS **MUST** SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

RBHC HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center
Human Resources Office
6850 Upper Box Elder Road
Box Elder, Montana 59521



E-mail

rbchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

Joel Rosette, Chief Executive Officer