

Human Resource Department  
26 Church Street  
Lyons, New York 14489

**JOB ANNOUNCEMENT – PLEASE POST**  
2022 -

---

**TITLE: DEPUTY HEALTH SERVICES COMPTROLLER**

Salary: 2022 Salary: \$51,739 + depending on experience

Location: Wayne County Nursing Home

Residency Waived

Applications Accepted: up to 5 PM JUNE 24, 2022 or until position is filled

Applications are being accepted at the Wayne County Human Resource Department for the full-time position of Deputy Health Services Comptroller within the Wayne County Nursing Home. This position will be filled **provisionally**, pending Civil Service exam at a later date.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional business management position responsible for assisting the Health Services Comptroller supervision and performance of assigned functions including budgeting, purchasing, accounting and reporting. The work is performed under the direction of the Nursing Home Administrator and Health Services Comptroller and activities are carried out in accordance with policies established by the Health Services departments with wide latitude for the exercise of independent judgment. Supervision is exercised over business office personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Devises and implements accounting and auditing systems to provide complete and accurate records of a Department's or Departments' financial transactions;
- Contacts various Federal, State and local representatives regarding program funding and fiscal affairs;
- May oversee and supervise subordinate staff engaged in a variety of financial operations;
- Advises employees and sub-contractors of current fiscal requirements and reporting;
- Maintains ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;
- Implements and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;
- Prepares required fiscal records and reports;
- Coordinates acquisition/distribution of equipment and supplies maintaining an inventory of equipment within department;
- Assists with the maintenance of accounts, posting, taking trial balances, verification and reconciliation of accounts and inventory records;
- Assists with the preparation of annual Medicare and Medicaid cost reports;
- Supervises billing of patients for services rendered and the collecting- of delinquent accounts;
- Assists with budget preparation;
- Assists independent auditor in the preparation of audited financial statements;
- Coordinates the purchasing of equipment and supplies within the facility;
- Assists with payroll operations to insure accuracy and completeness;
- Formulates and maintains systems of cost accounting and cost accounts which include capital improvement and operating costs;
- Assists with data processing and entry of accounting operations, payroll, receivables and payables;
- Performs difficult and/or unusual accounting tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern business administration practices and procedures as

they relate to the management of a public health facility; thorough knowledge of accounting principles, methods and budgetary procedures; good knowledge of cost accounting systems and methods; good knowledge of modern office terminology, procedures and equipment; familiarity with admitting credit and collection principles; familiarity with elementary statistical methods; ability to plan and supervise the work of others; ability to prepare and present complex written and oral reports clearly and concisely; physical condition commensurate with the demands of the position.

CONTINUED OVER

**MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a regionally accredited. or New York State registered four year college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field and:
  - 1) three years of accounting or auditing experience involving the maintenance or auditing of double entry accounts of a business, including the general ledger, or in maintenance of governmental agency accounts involving appropriation accounting and the preparation of budget and financial reports; Or
  - 2) two years of experience described above and/or supplemented by 18 semester credit hours in accounting; or
- B. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Accounting or Business Administration including and/or supplemented by 18 semester credit hours in accounting and five years of experience as described in (a) above; or
- C. An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

Approved and adopted 6/1/2022