

Job Description



Title/Position: Controller

Department: Finance

Reports To: CEO

Days/Hours: M-F, 80 Hours Per Bi-Weekly Pay Period

FLSA Status: Full-Time/Exempt

Wage Scale: \$96,428-\$138,715

Effective: 01/29/2025

Reviewed: 08/13/2026

JOB SUMMARY:

- Under the direction of the CEO, this position requires the ability to accurately maintain the general ledger, assist with chargemaster review, prepare journal entries, perform bank reconciliations, and gather records for financial and administrative audits, and all duties assigned to these positions.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Is knowledgeable of resident rights and ensures an atmosphere that allows for the privacy, dignity, and well-being of all residents in a safe, secure environment.
- Supports, cooperates with, and implements specific procedures and programs for:
 - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
 - Confidentiality of all data, including resident, employee, and operations data.
 - Quality assurance and compliance with all regulatory requirements.
 - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
 - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
 - Uses tactful, appropriate communication in sensitive and emotional situations.
 - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
 - Promotes positive public relations with residents, family members, and guests.
 - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

ESSENTIAL FUNCTIONS:

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends to assist the CEO, the Board and other senior executives in performing their responsibilities.
- Ensures compliance with Federal, State, Local regulations and guidelines, generally accepted accounting principles, hospital pay practices and confidentiality policies.
- Work with accounting staff in preparing and posting journal entries, analyzing account balances for variances, reconciling various GL accounts & bank statements, general ledger balances, financial record and reports.

- Prepare information for year-end audits and cost report.
- Ensure data integrity, consistency and accuracy through proper application accounting principles.
- Maintain confidentiality of patient and employee information.
- Maintain depreciation schedules, prepaid insurance and other prepaid schedules.
- Be an advisor from the financial perspective of any contracts into which the company may enter.
- Prepare the yearly budget and continue to improve the budgeting process through education of department managers on financial issues impacting their budgets.
- Develop a reliable cash flow projection process and reporting mechanism which includes a minimum cash threshold to meet operating needs.
- Account for savings through the 340B program and use of funds.
- Accomplishes all tasks as appropriately assigned or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree in accounting/finance preferred or equivalent related accounting experience.
- Computer experience working with Microsoft products required.

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAHS in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING		X		
WALKING		X		
SITTING				x
REACHING ABOVE SHOULDERS		X		
REACHING AT WAIST LEVEL		X		
REACHING BELOW KNEE		X		
CLIMBING	X			
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS		X		
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS		X		
CARRY WAIST LEVEL TO 31 - 50 LBS	X			
CARRY WAIST LEVEL > 50 LBS	X			
PUSHING/PULLING < 20 LBS		X		
PUSHING/PULLING 21 - 75 LBS		X		
PUSHING/PULLING 76 - 150 LBS	X			
PUSHING/PULLING >150 LBS	x			
WRITING				X
HEARING				X
SQUAT/KNEELING		X		
REPETITIVE ACTIONS				X

KEYBOARDING			X		
DRIVING		X			
SPEAKING					X
SEEING/VISUAL					X
PHYSICAL ENVIRONMENT					
	NOISE		FUMES/GASES		CHEMICALS
	HEAT/COLD		HUMAN TISSUE/FLUIDS		BIOHAZARD MATERIALS
	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY		RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
x	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____