POSITION SPECIFICATION

POSITION TITLE: Controller

REPORTING TO: Chief Financial Officer

LOCATION: Lufkin, Texas

THE COMPANY: Memorial Health System of East Texas
www.memorialhealth.org

As the largest health care system in the deep East Texas area, Memorial Health System of East Texas is a private, not-for-profit hospital that provides care to almost a quarter of a million service units each year. Since its inception in 1949, Memorial Health System has paved the way for quality, innovative health care in East Texas. In fact, Memorial consistently ranks among the nation’s best for exceptional health care and patient satisfaction.

Memorial Health System of East Texas is comprised of four hospitals—Memorial Medical Center—Lufkin, Memorial Medical Center—Livingston, Memorial Medical Center—San Augustine, and Memorial Specialty Hospital, the only rural long-term acute care facility within the area. Recently, the System opened the doors to the area’s first dedicated heart and stroke care center—the Cardiovascular & Stroke Center of East Texas. Through a partnership with The Methodist Hospital in Houston, Memorial now is Lufkin’s only Joint Commission certified primary stroke care facility. Additionally, Memorial is a regional cardiovascular care center and offers the latest in heart care from a highly trained team of heart surgeons and cardiologists.

Memorial offers a wide array of services, including the Arthur Temple Sr. Regional Cancer Center, which consistently earns a three-year accreditation with commendation from the Commission on Cancer. Memorial is the first health care facility in Texas to acquire the DaVinci High Definition Robot for robotic assisted procedures in lungs, kidneys, gynecology and urology. The hospital also is known for providing the area’s only comprehensive diabetes, heart and stroke education center. Other centers of excellence include the Temple Imaging Center that offers some of the most advanced procedures in the area, including PET/CT scanning for cancer and Alzheimer’s, 64 Slice CT scanning, Open Bore MRI, 4D Ultrasound, and digital mammography. Other specialty areas include Orthopedic care, Women’s Services, Inpatient and Outpatient Rehabilitation, Homecare, Wound Care and Hyperbaric Oxygen Therapy, Kidney & Diabetes Treatment, Sleep Disorders Treatment and Express Lab. Memorial Health System of East Texas—founded and funded by the people it serves.

Stats and Figures:
• Memorial Medical Center of Lufkin is the system’s flagship facility licensed for 271 acute care beds, 32 private ER patient rooms, 24-bed ICU, and over 1600 employees
• 2010 Net Revenue for the system at $272M
• 2010 Net Assets for the system at $110M
• Payor Mix-53% Medicare, 12% Medicaid, 12% BC/BS, 8% Managed Care, 15%SelfPay
• 62% Market Share
• 2010 Deliveries-1,009; Inpatient Surgeries-2,818; ER Visits-64,322; Outpatient Surgeries-5,740

Mission:
• Providing quality healthcare to the communities we serve.

Vision
• The finest people providing the finest service every customer, every time.
Values

• *Team work*: Every staff member of Memorial working together to achieve excellent customer service.

• *Professionalism*: Demonstrating to the customer through our methods, character, and actions that we are professionals.

• *Competence*: Staff members having the skills and ability to perform the duties required of their profession, which is critical to a positive customer experience.

• *Quality*: Every staff member meeting or exceeding the standard of care for the customer.

• *Respect* – Every staff member recognizes the rights and uniqueness of each customer, and acknowledges the contributions of others toward excellent customer service.

• *Accountability* – Every staff member is responsible for his or her actions. Each realizing that providing excellent service for the customer is not an option, it’s an expectation.

• *Integrity* – Each staff member dedicated to exhibiting the stated values of Memorial Health.

ABOUT THE LOCATION:

Located in the beautiful Texas Forest Country, Lufkin ([www.visitlufkin.com](http://www.visitlufkin.com)) is filled with surprises for all ages. Discover how surprisingly convenient Lufkin is located to major cities like Dallas, Houston, San Antonio and Waco. With a population quickly approaching 40,000 people, it’s surprising how Lufkin remains peaceful and quaint while serving as a regional hub for retail shopping, medical facilities, industry, government and much more.

It’s also a surprise to find a city complete with superior bass fishing, top notch golfing, state of the art museums, an outstanding zoo, quality hotels and restaurants, incredibly charming downtown, and the friendliest people on earth. Here’s a look at some of the city’s most notable attractions:

• Three 18-hole golf courses, including Crown Colony Country Club which has been consistently rated as one of the top 10 golf courses in Texas for over 20 years. We also have the 18-hole Neches Pine Golf Course located in Diboll, just minutes from Lufkin. Plus, the Lufkin Country Club offers a nice layout and a scenic course in the Texas Pine trees.

• Lake Sam Rayburn, the largest reservoir completely in the state of Texas with more than 570 miles of shoreline attracts approximately 2 million users each year for the state’s best bass fishing, water skiing, camping and more. The lake is conveniently located to Lufkin and Lufkin’s hotels.

• Texas Forestry Museum, the only one of its kind in Texas, features the industry that made Lufkin possible - forest products.

• The Museum of East Texas explores art and history through exhibits, lectures, performances, classes and publications. The Museum was founded in 1976 and is one of the finest in East Texas.

• Ellen Trout Park & Zoo is one of Lufkin’s main tourist attractions and has over 500 animals, and one fourth are endangered species. The Zoo has received numerous state and national awards and is considered one of the top zoos in cities with Lufkin’s population. At the Park, you can take a ride on a miniature pre-Civil War train replica, around the lake and through the beautiful Pine trees, which fully represent Lufkin.

• Downtown Lufkin is the site of many eating establishments, unique retail shops and antique collections. Also, a historic walking tour reveals the history of Lufkin. Don’t miss the beautiful murals painted by Lance Hunter throughout the downtown area. There are five, each depicting historic businesses or tales of Lufkin.

• National forests provide the backdrop for boating, fishing, and camping. Lufkin is located between the Davy Crockett National Forest and the Angelina National Forest.

• Parks and recreational opportunities include ten public parks, two swimming pools, three golf courses, 14 tennis courts, and ten theaters.
Here’s a quick look at Lufkin facilities for convention services.

- The Angelina County Exposition Center is one of the premier facilities in the South and draws hundreds of thousands of visitors to Lufkin each year. Known as the Expo Center, the facility is one of the largest clear span indoor arenas in the nation. It is capable of seating 7,500 for rodeos, horse shows and other similar events and 10,000 people for concerts. The complex includes a newly covered arena with one acre under a roof and four barns that hold hundreds of horse stalls.

- The Pister Garrison Civic Center has 16,000 square feet of meeting space which can be divided in five different meeting rooms. The Civic Center features three separate state-of-the-art sound systems, a catering kitchen, and a full-service staff to help with your needs.

Lufkin offers several tourism events each year including:

- Holiday Extravaganza, a special program that lights up Lufkin during December. The holiday season is kicked off the first Saturday after Thanksgiving with a special evening on the downtown streets. There’s a night time lighted parade, pictures with Santa, the lighting of the courthouse, and entertainment. Festivities continue through the month with the lighting of Rudolph, a Trail of Lights home decorating contest, and “An Evening in Old Bethlehem.” The Expo center is transformed into the streets of Bethlehem and you can hear firsthand from the townspeople about the newborn King.

- Pineywoods Purgatory is a cycling event through the rolling hills of East Texas. The event features 25, 52, 68 and 102-mile courses for the novice to the experiences cyclist. This event attracts hundreds of riders each year, with more than 95 percent coming from outside of the Lufkin area.

- The Neches River Rendezvous attracts visitors from Houston, Dallas, San Antonio and beyond. It is held the first Saturday in June. The family event is a 15-mile canoe trip down the beautiful and scenic Neches River, through the Pineywoods of East Texas.

- The Texas State Forest Festival, held the fourth week in September, features several events including the Southern Hushpuppy Olympics, the East Texas Cheerleading Championships, lumberjack competition, a huge carnival, food booths, children’s activities, local entertainment, and much more.

**SCOPE AND RESPONSIBILITIES:**

**Specific Responsibilities:**

- Supports the mission of the hospital.
- Assures hospital compliance with federal, state and local government laws and regulations, accrediting agency standards ad hospital policies and procedures rules and regulations.
- Prepare MHSET Board financial report.
- Prepare financial feasibility analysis for capital projects, acquisitions and divestitures.
- Maintains cost accounting system by service line.
- Maintains general ledger, is responsible for monthly closing activities and ensures audit adjustments are minimized.
- Maintains and utilizes specialized knowledge of accounting principles and practices.
- Prepares annual budgets according to annually established calendar.
- Reviews and provides logical explanations for monthly, quarterly, and annual variances in general ledger accounts and hospital statistics.
- Acts as liaison with external stakeholders in providing required financial reports and information.
EXPERIENCE / SKILLS REQUIRED:

• Holds 8 to 10 years of progressive career experience in Hospital Finance/Accounting. Hospital Controller experience required.
• Knowledge of not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles.
• In-depth knowledge of the current trends and developments in healthcare reform and other federal programs.
• Demonstrated ability to effectively communicate the financial condition of the organization to the CFO and other members of hospital leadership.
• Requires demonstrated understanding and experience with hospital financial reporting, revenue cycle management, accounting, budgeting, accounts payable, treasury, audit, tax, payroll, information technology and materials management.
• Is actively committed to quality of patient care, treatment, and services. Measures and reports quality results to hospital and corporate teams. Fosters continuous quality improvement. Participates in corporate-wide and hospital-based performance improvement activities.
• Is actively committed to meeting and/or exceeding employee expectations/satisfaction in the performance of job functions.
• Retains all hospital accreditations, licensures and designations in good standing.
• Maintains compliance with all laws and applicable regulatory requirements. Acts promptly to comply with required changes.

CORE COMPETENCIES:

• Ensures department is adequately staffed with qualified personnel, and that evaluations are performed timely and job descriptions are current.
• Develops, maintains, and ensures compliance with P&P for supervised department(s). Ensures department compliance with other hospital and MHSET policies and procedures, as well as applicable laws and regulations.
• Displays sound fiscal judgment and control of department as evidenced by achieving budget targets including but not limited to hour/stat and cost/stat.
• Supervises activities of department(s) and promotes achievement of departmental / hospital objectives as well as MHSET behavioral expectations.
• Participates in seminars and conferences to keep abreast of technical and legal developments
• Performs other miscellaneous job-related duties as assigned.
• Responds to all reasonable requests in an appropriate and timely manner and communicates in a concise and positive manner. Consistently maintains control of feelings, emotions, and body language.
• Presents constructive feedback regarding system or process failures and participates in resolution with work partners in a proactive and positive manner.
• Embraces diversity within the work environment and consistently deals with all customers in a friendly and respectful manner. Supports teamwork and cooperation with work partners in daily activities. Readily volunteers to assist co-workers complete tasks.
• Accepts liability for errors and makes corrections willingly. Takes ownership of job, proactively responding to commitments. Takes specific actions to improve own work methods or systems. Concerned with the quality and impact of all decisions.
• Develops and implements new and unique ideas. Demonstrates through verbal and non-verbal communications openness to change or new ideas. Demonstrates flexibility to fluctuating workload and effectively prioritizes assignments.

• Exhibits a positive attitude in support of the hospital and management, including decisions made by administration and/or management. Treats hospital resources and property with respect and in a manner that reflects awareness of financial responsibility.

• Has a wealth of knowledge about all job facets and is considered an expert. Has authoritative understanding of job responsibilities and is able to deal with multiple, competing demands. Embraces continuous learning.

• Reports to work in a timely manner and has no attendance issues.

• Adheres to all policies and procedures related to safety, infection control, confidentiality and corporate compliance, including personal demeanor, appearance, and hygiene that are appropriate for the work environment.

PERSONAL ATTRIBUTES:

• Proactive and a self-starter
• Strong intelligence, both in critical thinking and conceptual reasoning.
• Judgment to optimize short-term performance within the context of achieving long-term goals.
• Confidence to make good decisions in a timely manner.
• Ability to lead change.
• The ability to engage, energize and motivate others.
• Unquestioned integrity. Honest.
• Maturity, self-confidence and executive presence and the ability to represent the organization effectively at all times.
• Ability to engage and influence people openly and directly.
• Keen sense of organizational dynamics and how to manage them in order to accomplish objectives.
• Proficient PC skills, including Microsoft Word and Excel

EDUCATION:

• BS/BA degree in finance, accounting, business or a related discipline required. A CPA designation preferred. A graduate level degree is a plus.

CONTACT INFORMATION:

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