

## ASSISTANT CONTROLLER – REVENUE FINANCIAL SERVICES DIRECTORATE

**BHB** ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

### Key responsibilities include:

- Supervises and provides functional and administrative management to Revenue Cycle Manager, Admitting Services Manager and Accounts Assistant
- Ensures timeliness, completeness and accuracy of revenue and prepares monthly revenue accruals, as needed
- Manages, maintains and ensures the accuracy of the Hospitals' Charge Description Master
- Assists with the annual external audit, ensures charge to billing audits are done and corrects any deficiencies
- Provides detailed testing of all revenue accounts
- Oversees the cost accounting function and the annual submission of new services to Government
- Prepares draft subsidy submissions to Government
- Maintains close liaison with Revenue cost centers managers
- Ensures Revenue Cycle Internal Controls are reviewed and improved
- Liaises with Government and Senior Insurance Personnel for payments and billing issues, as required
- Provides administrative cover for the Financial Controller, as needed
- Performs other duties as directed in accordance with BHB's policies and procedures and service standards

### Qualifications &/ Registration required:

- Bachelors Degree in Finance or Accounting or equivalent
- Professional accounting qualification e.g. CA, CPA, CGA or equivalent
- Minimum of three years post qualification experience
- Experience in healthcare or a non-profit organisation preferred

## PSYCHIATRIC NURSE MENTAL HEALTH SERVICES- MWI

### Key responsibilities include:

- Assesses service user's mental, physical and emotional care needs and develops care plans to meet those needs
- Communicates and works with care teams to establish comprehensive treatment plans consistent with the needs of the service user
- Keeps the psychiatrist informed of the service user's condition and progress
- Maintains a keen interest in the service user's progress and prepares them for eventual discharge and continued care in the community
- Shares responsibility for ordering, dispensing, administering and the safety of drugs on the Unit
- Assists with the orientation of new staff
- Assists in cases of emergencies, both in and out of hospital
- Conform to the acceptable standards in the practice of nursing by Demonstrating appropriate knowledge, principles, methods and techniques
- Participates in education for service users, families and the community
- Participates in in-service education, both in updating their own experience as well as importing to others

### Qualifications &/ Registration required:

- Graduate of a 3 or 4 year Psychiatric Nursing Education Program or an 18 month Post Graduate Psychiatric course approved by the Bermuda Nursing Council
- Minimum of 2 years post registration experience of working in Psychiatric Nursing
- Current registration with the Bermuda Nursing Council
- Current certifications: CPR

If you want to make a difference, and if your experience and qualifications match the above criteria,  
**visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.**  
Select "Work at BHB" and follow the steps.

**Closing date for applications is: April 16, 2014.**

Pre-employment substance abuse screening is  
mandatory for all successful candidates

Human Resources, Craig Appin House  
8 Wesley Street, Hamilton HM11, Bermuda

**Tel: (441) 239-2955**

[www.bermudahospitals.com](http://www.bermudahospitals.com)



**Bermuda Hospitals Board**

OUR VISION IS  
TO BE THE FIRST  
CHOICE FOR HEALTH  
AND WELLNESS

Join