

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, 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



Bermuda Hospitals Board