

JOB DESCRIPTION

Job Classification: Controller

Reports to: Chief Financial Officer (CFO)

Supervises: Accounting Staff

Last reviewed: July 22, 2019

POSITION PURPOSE:

In accordance with the policies and standards established by the governing board; the Controller oversees and performs financial reporting preparation, analysis, reviews account reconciliations, budget monitoring, accounts receivable, accounts payable, asset management, and assists with financial forecasting.

The Controller maintains an adequate system of accounting records, a comprehensive set of controls and budgets designed to mitigate risk and enhance the company's reported financial results.

The Controller assists in the preparation of the monthly financial statements, annual external audit, and assists with internal audit functions in accordance with generally accepted accounting principles.

MINIMUM QUALIFICATIONS:

Education: Associates or Bachelors degree in Accounting, required.

Licensure/Certification: CPA preferred.

Experience: Five years accounting experience required with a proven work history of hands-on accounting responsibility. Healthcare finance/accounting experience preferred.

Equipment/Skills: Ability to calculate figures and amounts, 10-key, typing, computer literate, with strong interpersonal and communication skills. Impeccable analytical and organizational skills. Self motivated and self-directed.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Salary/Exempt

JOB RESPONSIBILITIES:

- A. Maintains and enforces a documented system of accounting policies and procedures.
- B. Oversees the operations of the accounting department, providing leadership and support to the department and maintaining rapport with staff to achieve finance departments goals and objectives.
- C. Acts as a point of contact for outsourced functions and contracted services.
- D. Reviews accounting functions and outputs, including accounts payable, cash disbursements, receivables, and general ledger entries.
- E. Reviews and prepares monthly financial statements and reports in a timely and informative fashion.
- F. Develops a system of cross-communication with Clinic Managers for program financial and budget monitoring. Performs budget reconciliation conversations with department and program supervisors.
- G. Performs internal audit functions on cash, disbursements, and grant activities.
- H. Performs internal audit on benefit compliance through payroll and 401k retirement plans.

- I. Ensures compliance with state and federal regulations for all business filings; including but not limited to quarterly tax reports, business and operating taxes, and personal and property taxes.
- J. Reviews daily cash receipts, bank deposits, and reconciliations of the financial accounting system and subsidiary accounting system; including but not limited to the patient account system, pharmacy account system, fixed asset system, and credit card systems.
- K. Completes cash flow analysis to achieve internal reporting metrics.
- L. Reconciles and tracks pharmacy receivables and works closely with the pharmacy director and pharmacy staff on identifying unpaid claims.
- M. Reconciles and tracks all self-funded insurance eligibility, premium contributions, prepares and files IRS 1095 forms.
- N. Assists the CFO with preparation of the annual financial audit, 401k retirement audit, internal audit, and other such functions that the CFO deems appropriate.

Other Accounting Duties:

- Cross-trains all areas of the finance team and accounting functions
- Assists with any financial software conversion.
- Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description and agree with it.

Employee Signature

Date

Supervisor Signature

Date