



Controller

Job Title: Controller

Department: Administration

Immediate Supervisor Title: Chief Financial Officer

General Summary: Guides financial decisions by establishing, monitoring, and enforcing policies and procedures. Protects assets by establishing, monitoring, and enforcing internal controls. Monitors and confirms financial condition by conducting audits, providing information to external auditors. Provides financial information to Executive Management by collecting, analyzing, verifying, and reporting accounting data; prepares reports; manages staff; ensures compliance with GAAP, organizational policies, and external audits.

Essential Job Responsibilities:

- Coordinating budgeting, procurement, and financial planning
- Recommends financial actions to the executive team by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary
- Prepares quarterly and annual reports and manages quarterly and annual budgets and forecasts.
- Substantiates financial transactions by auditing documents. Maintains financial security by following internal controls. Secures financial information by completing data base backups.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Participates in the development and support of the company's strategic plans
- Prepares analysis of assigned income and expense accounts as assigned by the CFO, to identify positive and negative trends and find opportunities for cost savings and revenue generation.

- Supervises the Accounting Manager and is responsible for ensuring work is completed accurately and in a timely manner.
- Develops and coordinates new policies and procedures regarding purchasing processes.
- Conducts analysis of program policies and procedures, develops plans, formulates guidelines, implements new developments and procedures, and provides policy interpretation for finance to purchasing customers within corporate guidelines.
- Support the CFO with special projects and workflow processes improvements.
- Monitors approval of accounts to maintain an appropriate degree of control over vendor relationships.
- Participates in any development requirements and is involved in the automation/test of purchasing and logistics software.
- Provides oversight for USAC program, including the filing of annual applications and monthly invoicing.
- Other duties as assigned.

Qualifications/Skills:

- **Qualifications Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Some corporate purchasing experience preferred.

Education and Experience Requirements:

- Bachelor's degree in accounting, business, or related field. CPT preferred Experience in accounting. Knowledge of CPT and ICD10 codes and medical or dental office experience required. Supervisory experience preferred. Experience in financial project management, financial data analysis, and reporting. Knowledge of payroll, accounts payable, and accounts receivable functions. 5 years of professional experience in accounting preferred. Experience with accounting in a healthcare organization preferred.

Performance Requirements:

Knowledge:

1. Knowledge of business management and basic accounting principles.
2. Sufficient knowledge of policies and procedures to accurately answer questions from internal and external customers.

Skills:

1. Skill in establishing and maintaining effective working relationships with other employees, patients, organizations, and the public.
2. Outstanding attention to detail and excellent time management skills. *This position requires mastery of a large amount of detail.*

Abilities:

1. Ability to create channels of communication to obtain information necessary to perform job task.
2. Ability to recognize individual and system problems and communication such information to the supervisor
3. Ability to recognize, evaluate, solve problems, and correct errors.
4. Ability to work independently
5. Ability to work collaboratively on projects
6. Ability to conceptualize workflow, develop plans, and implement appropriate actions.

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lighted office environment. Occasional evening and weekend work.

Mental/Physical Requirements: Daily activity is 80 percent sitting and 20 percent walking or standing.

Employee Signature

Date