



Position Description

Position Title: Controller
Department: Finance
Reports To: Chief Financial Officer
Status: Exempt

Summary

The Controller is directly responsible for oversight of finance and accounting activities of the Health Center. Reporting to the CFO, this position will work closely with the entire leadership team. Will lead all day-to-day operations of the department, supervise the staff; directs the entire accounting/finance processes and procedures including the general ledger, accounting, financial reporting, grants tracking/management, accounts payable/receivable and other related functions.

Duties & Responsibilities

- Assures compliance with federal, state, and other funder requirements for all grants received
- Manage, prepare, and submit accurate data reports for both internal and external (e.g., US Department of Health and Human Services, WI Primary Health Care Association, insurance company audits, etc.) audiences.
- Lead or contribute to the design, production, and interpretation of dashboards and reports to support reporting requirements and management decision making.
- Carry out supervisory responsibilities including team development; interviewing; recommending for hire; training of employees; planning, assigning and directing work; appraising performance; rewarding, motivating and disciplining employees.
- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, financial internal controls, budgeting, and accounting
- Responsible for the maintenance of general and subsidiary ledgers including revenue and expense postings, fixed assets and related depreciation.
- Ensures the integrity and compliance with GAAP within the accounting system
- Supervises and participates in the preparation of various financial statements and reports
- Develops grant budgets, tracks, and reports on grant financial activity
- Prepares for and directs health center's participation in external audits and reviews
- Directs the installation and maintenance of accounting, inventory, property, and other accounting-related software programs
- Establishes and monitors standards to ensure the integrity and quality of data throughout financial reporting cycles
- Promotes the mission, vision and values of the organization in all interactions
- Other duties as assigned

Qualifications

The ability to establish and maintain effective working relationships with other leaders, employees, and public is critical in this position. The individual must possess a strong knowledge of Health Care accounting, Grants Management, and financial reporting. Must also have a strong history of problem solving, and the ability to work without constant supervision.

Education and Experience

Bachelor's degree in finance or accounting is required. Minimum of 5 years' progressively responsible experience

as a financial leader or equivalent is required; 3-5 years' experience in non-profit or healthcare accounting is preferred. Exceptional written and oral communication skills are required. Knowledge of health centers or federal grants management are a plus.

Communication Skills

Engaging others as appropriate to the specific situation, in a shared patient-centered problem-solving approach, the individual must possess strong oral and written communication skills and the ability to speak effectively with teammates and other employees of the organization. They must communicate with other health professionals and co-workers in a responsive and responsible manner to support a learning oriented, team approach

Computer Skills

Experience with the Microsoft Suite of products with specific experience with Excel and Pivot tables is required; Experience with an electronic accounting system is required, experience with products such as Sage/Mas90/MIP or similar platforms is highly preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending, and stretching
- Occasionally lifting files or paper weighing 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier, and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

A majority of the work is performed in a general office setting; occasional remote work is also a consideration. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours correspond to the hours that the health center is open, which include weekday business hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date