

JOB TITLE – CONTROLLER

HOURS M-F: 8:00 AM – 5:00 PM

SUPERVISOR: Chief Financial Officer

SALARY Commensurate with Experience

FULL TIME – REPLACEMENT

POSITION DUTIES/RESPONSIBILITIES: Develops plans and objectives with supervisors and department staff, regarding short and long-range accounting programs in specific areas such as budgeting, profit analysis, accounting systems, reporting, and internal auditing. Directs financial accounting functions to ensure accurate recording and reporting of clinic financial information. Maintain proper recording and control of cash receipts/disbursements, recording of fixed assets. Development of adequate procedures, instructions, controls, records, and receipts. Works with CFO to develop and approve financial statements, including balance sheets, profit/loss statements and analysis of variances in accounts, ratios, income/expense, as well as investment analysis; e.g., effects of fee changes on costs and profits, return on investment. Implement strategic timelines and ensure staff is on track to meet financial reporting deadlines. Supervises the internal audit program to ensure internal financial controls are regularly tested and described. Assists with the development and implementation of the annual capital and administrative budgets as well as financial and credit policies of clinic. Directs the preparation of statistical information and reports for management, government and other agencies. Directs, forecasts, and analyzes special projects; e.g., proposed facilities, equipment purchases. Builds ad hoc financial reports to meet departmental requests. Assists CFO in the preparation of major clinic financial reports. Conducts performance evaluation and recommends merit increases, promotions, and disciplinary actions. Attends a variety of meetings with management and department staff to review and discuss financial matters. Prepares workpapers for annual audit, various fund requests for grants and other resources, and maintains strictest confidentiality. Participates in professional development activities and maintains professional affiliations. Monitors all bank accounts and reconciles accounts on a monthly basis.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Bachelor degree in finance/accounting. Master degree preferred.

REQUIRED EXPERIENCE OR SKILLS: Two years of financial management experience, preferably in a health care organization. Perform finance and accounting functions, including financial data preparation and analysis, budgeting, and investment review; Maintain knowledge and proper application of the accounting standards and principles; Monitor financial policies, procedures, and internal controls; Lead a dedicated and seasoned team of accountants to provide financial clarity through the production of financial reports and maintenance of accounting records; Direct workflows and evaluate processes seeking increased efficiencies and effectiveness; Identify and resolve problems by exercising strong initiative, judgment, and decision making to mitigate risk and enhance the accuracy and timing of financial reports; Establish and maintain working relationships with all staff and the public; Communicate clearly both verbally and in writing; Serve as a resource for department leads through answering financial related questions and assessing the needs of financial requests to best support Family Health Center's mission.

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