



Controller Job Description

Job Title:

Controller reports to the Chief Financial Officer (CFO) and oversees the accounting personnel.

Specific Responsibilities:

Financial Management

- Serve as the administrator of the accounting system
- General Ledger Accounting Function (debit/credit monthly process)
- Payroll and Benefit calculation backup
- Assist with Charge Master Maintenance
- Month End Reconciliations
- Supervise daily accounting functions as assigned by CFO
- Assist with invoice approval
- Assist with budget preparation
- Prepare Late Charges – monthly entries
- WRAP Process (revenue generated from FQHC status)– prepare monthly calculation and follow up
- Oversee the Property Management System
 - Property Inventories
 - Property Tracking (including federal asset reporting)

Annual Reporting

- Assist with preparing information for the financial tables of the Uniform Data Services filing (UDS report)
- Assist in the annual financial audit
- Assist with Medicare & Medicaid Cost Report schedule/reporting
- Assist with change in scope requests for Medicaid rate increases
- Assist in the preparation of the annual Form 990 Tax Return
- Assist with preparation of the annual property tax returns and exemptions

Grant Management

- Participate in grant applications and budget submissions



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- Monitor grant budget and financial status with CFO
- Complete HRSA progress reports and federal financial reports
- Assist with EHB and payment management reporting
- Monitor grant expenditure tracking
- Assist with preparation of the monthly claim vouchers

Skills and Qualifications:

- Demonstrate excellence in organizational, managerial, and communication skills.
- Excellent written and verbal communications skills.
- Ability to manage timelines and project budgets effectively.
- Capacity to manage multiple projects simultaneously.
- Excellent computer skills, including Microsoft products
- Extensive experience with Microsoft Excel
- Ability to work well with diverse individuals and balance a variety of needs.

Experience:

- Minimum - bachelors degree in accounting or business administration
- At least 2 years of experience in a health care environment
- At least 2 years of experience in a management role

Physical Demands/Working Conditions:

General office good, clean working conditions where accidents and hazards are negligible; requires short periods of moderate lifting, stooping, bending, stretching, pushing, pulling, and carrying objects up to twenty pounds.

Some work may be performed remotely and at the discretion of the Chief Financial Officer.

Signature: _____

Date: _____

