

Christian Health Care Center

Mission: Providing skilled health care services with compassion and love in Christ's name

JOB DESCRIPTION

TITLE: Controller
REPORTS TO: Chief Executive Officer
SUPERVISES:
FLSA STATUS: Exempt, Salary

JOB SUMMARY:

This position manages the Accounting department and provides financial information that will assist management in making informed decisions about the company.

ESSENTIAL JOB FUNCTIONS:

1. Guides financial decision-making through the dissemination of appropriate, accurate and timely financial information.
2. Oversees and ensures the accurate and timely dissemination of financial management reports, including but not limited to, monthly financial statements, annual audits and annual budgets.
3. Prepares budgets by establishing schedules; collecting analyzing and organizing financial data; recommending plans.
4. Assists in achieving budget objectives by monitoring volumes, revenue, expenditures, analyzing variances and initiating corrective action.
5. Prepares special reports by collecting, analyzing and summarizing information and trends.
6. Oversees the Accounts Payable function, ensuring the accurate and timely process of company disbursements.
7. Oversees the Payroll function, ensuring accurate and timely processing of employee payroll and benefits and payroll tax compliance.
8. Establishes and maintains systems and internal controls, which verify and maintain the integrity of company systems, processes, assets and data.
9. Coordinates the provision of information to external auditors for company's annual audit.
10. Protects assets by establishing, monitoring and enforcing policies, procedures and internal controls.
11. Establishes financial policies, procedures, controls and reporting systems.
12. Assures corporate income tax compliance to assure accurate and timely completion of all corporate income tax returns.
13. Supervises assigned staff, including selection, orientation, training, coaching, discipline (including termination), and timely performance reviews.

OTHER JOB FUNCTIONS:

14. Participates in a wide variety of special projects and compiles a variety of special reports as needed.
15. Assists in the support of company-sponsored events, activities, and functions.
16. Participates in continuing education and community activities to maintain and strengthen current skills and expertise in assigned area.
17. Performs special projects or other duties as assigned by the CEO.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with staff, demonstrating excellent communication skills. Incumbent must be able to effectively utilize computers and various software, computer printers, photocopier, telephone system (multiple line), and fax. Occasional travel to attend local meetings. Travel outside local area may be needed to attend seminars or conferences.

QUALIFICATIONS:

Specific Proficiencies:

- Strong general ledger, accounts payable, accounts receivable, payroll, and banking knowledge.
- Advanced Excel skills, as well as accounting, payroll, and healthcare billing software.
- Analyzing data, budget development, and performance management.
- Managing processes and implementing change.
- Strong managerial ability.
- Effective written and verbal communication skills.

Personal Qualifications:

- Demonstrable self-starter and ability to complete and start new tasks without daily direction.
- A career-motivated professional who is self-confident, energetic and possesses a superb work ethic.
- Work independently as well as within a team.
- Effective at evaluating and streamlining processes.
- Ability to motivate and lead a team; effective delegation and coaching skills.

Education and Experience:

- 4 year accounting or finance degree required
- Minimum of 5 years accounting experience, with 2 years managerial accounting experience.
- Healthcare finance experience highly preferred including experience with healthcare revenue recognition
- CPA and/or MBA preferred.

GENERAL PHYSICAL REQUIREMENTS:

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry general office supplies and equipment weighing up to 20 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

Anita Tallman, Executive Director

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.