



ABC of NC

Controller

This position reports to:

Executive Director

The following positions report to this position:

Practice Manager

Finance Assistant

Benefit Level: 3

Job Summary:

Directs the establishment and maintenance of accounting principles, practices, and procedures. Maintains all accounting records and is responsible for the development, analysis, and interpretation of accounting information. Responsible for all internal and external financial reporting. Responsible for the administrative, financial, and risk management operations of the company, including the development of financial and operational budgets and strategies, metrics tied to the strategies, and ongoing development and monitoring of control systems designed to preserve the organization's assets.

Key Responsibilities:

Planning

1. Assist in formulating the company's future direction and supporting tactical initiatives
2. Monitor and direct the implementation of strategic plans
3. Develop financial strategies
4. Manage the capital request and budgeting processes
5. Develop performance measures that support the organization's strategic direction

Operations

1. Participate in key decisions as a member of the executive management team
2. Maintain in-depth relations with all members of the management team
3. Manage the accounting and human resources functions
4. Oversee the financial operations of the company, including cash management
5. Manage any third parties to which accounting or finance functions have been outsourced
6. Oversee the company's transaction processing systems
7. Implement operational best practices
8. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package

Transactions

1. Ensure that accounts payable are paid in a timely manner
2. Ensure that accounts receivable are collected promptly
3. Process payroll in a timely manner
4. Ensure that monthly bank reconciliations are completed
5. Ensure that required debt payments are made on a timely basis
6. Maintain an orderly accounting filing system

7. Maintain a system of controls over accounting transactions

Financial Information

1. Ensure timely and proper monthly closes and prepare the monthly financial statements
2. Perform monthly financial analysis, including comparison to budget
3. Report financial results to the executive director and board of directors
4. Prepare the annual operating budget (by month)
5. Prepare for the annual audit, and work with the auditors to facilitate the process

Risk Management

1. Understand and mitigate key elements of the company's risk profile
2. Construct and monitor reliable control systems
3. Work with the Executive Director to maintain appropriate insurance coverage
4. Ensure that the organization complies with all legal and regulatory requirements
5. Ensure that record keeping meets the requirements of auditors and government agencies
6. Report risk issues to the Executive Director and the board of directors
7. Maintain relations with external auditors and investigate their findings and recommendations

Funding

1. Monitor cash balances and prepare cash forecasts

Third Parties

1. Maintain banking relationships

Minimum Qualifications (Education, Experience, Knowledge, Skills):

1. Bachelor's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience; preference given to individuals with experience in healthcare financial operations, especially behavioral health
2. Experience partnering with an executive team
3. Strong interpersonal skills
4. Excellent written and verbal communication skills
5. Ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
6. Knowledge of computer systems and applications- Word, Excel, Power Point, Outlook; ideally would have experience with practice management systems
7. Excellent problem solving skills
8. Excellent decision making skills
9. People management skills
10. Strong teamwork skills
11. Strong administrative and organizational skills
12. Knowledge of organizational policies, procedures and protocols
13. Ability to maintain a realistic balance among multiple priorities
14. Pass a criminal background check

Access

May access confidential client educational or therapeutic records related to medical billing.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print)

Title

Employee Signature

Date