JOB DESCRIPTION

TITLE: CONTROLLER
REPORTS TO: CFO/CEO
STATUS: EXEMPT

DUTIES:
1. Overseeing all aspects of financial control in the business
2. Maintain a documented system of policies and procedures
3. Develop and maintain financial accounting system for cash management, account payable, account receivable, credit control, and petty cash
4. Review monthly results and implement monthly variance reporting as compared to budget
5. Maintain detailed database and records
6. Coordinate company financial planning
7. Preparation and reporting of income and expense forecast to senior management
8. Able to perform accounting functions in accordance with generally accepted accounting principles and practices in Compliance with guidelines established by outside agencies and UCHC.
9. Advanced knowledge of a variety of office practices and procedures.
10. Prepare all supporting information for the annual audit with the internal and approved external auditor
11. Keep up with payroll-related federal and state law regulation changes
12. Calculate employees hours and process payroll

JOB QUALIFICATIONS AND EXPERIENCE

1. Must be Proficient in Excel, Word, Outlook, 10-Key calculator, and accounting software. Excellent computer skills.
2. Minimum 4 years of experience in accounting and/or payroll or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the duties
3. Highly efficient in preparing documents, managing data and ability to manage multiple projects simultaneously.
4. Must have excellent communication skills, oral, and written.
5. Strong Organizational skills with attention to details.
6. Strong work ethic to meet changes in responsibilities that will take place daily.
7. Capacity to work independently and as team player
8. Ability to research and effectively present information
9. Management skills to interact with staff, Provider, Member and outside agencies.
10. Understand and adhere to the confidential requirements of UCHC.
11. Display empathy and positive regard for others in written, verbal and non-verbal communications.
12. Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
13. Dress appropriately for a workplace with frequent customer service interaction and community outreach.
14. Meet all required standards of confidentiality and safety. Maintain areas in clean and orderly manner.

TRAINING, EDUCATION AND LICENSURE
1. High school diploma or higher
2. Bachelor Degree in Accounting or a minimum of 10 years experienced in Accounting and Financial Management