



## **JOIN THE TEAM!** **Controller, Finance** **Los Angeles, CA**

**Join the Eisner community healthcare team! Founded in 1920, Eisner Health provides high-quality, integrated community healthcare to the underserved population in Downtown Los Angeles, Lynwood, Van Nuys, Panorama City, and Sherman Oaks. As one of the largest providers of accessible, free or low-cost health and social services in the area, Eisner Health offers a wide variety of opportunities to choose from. So don't delay, we are waiting to hear from you!**

### **Quick Facts:**

Take on a dynamic role within one of the largest accessible Federally Qualified Health Centers (FQHC) in Los Angeles! Help ensure the accounting functions and financial planning of a complex non-profit healthcare organization. Take your professional expertise to the next level! Eisner Health is actively seeking a skilled Controller with managerial experience to join our team! Reporting directly to our Chief Financial Officer, you will provide leadership to our professional team and assist in financial planning and budgeting. Additionally, the Controller will ensure the Center's accounting and financial records comply with official guidelines and governing agencies. With a focus on ensuring consistent, high-quality financial services, you will:

1. Assist the Chief Financial Officer in directing and coordinating company financial planning and budget management functions.
2. Design, establish, and maintain an organizational structure within the accounting function to effectively accomplish the department's goals and objectives, train staff where and when needed.
3. Develop and maintain a financial accounting system for cash management, account payable, account receivable, credit control, and petty cash.
4. Maintain a system of controls over accounting transactions, including the chart of accounts, written policies and procedures, and departmental calendar.
5. Oversee the accounting department's activities, ensuring the accurate and timely monthly financial closing and distribution of financial reports in accordance with Generally Accepted Accounting Principles (GAAP). This would include but is not limited to bank reconciliations, grant reconciliations, balance sheet account reconciliations, and variance analyses.
6. Provide oversight of and guidance to the Payroll team.
7. Ensure the accurate and timely processing of accounts payable, credit card expenditures, purchasing, petty cash, employee expense reports, cash control.
8. Oversee the accounts receivable activities to ensure the accurate and timely management of all accounts receivable components, including grant billings, cash receipts, etc.
9. Supervise the finance/accounting team (this will involve two members' direct supervision in managerial roles).
10. Prepare, monitor, and analyze monthly and quarterly financial statements for internal and external recipients.
11. Monitor, analyze, and provide reports on monthly operating results against budget and prior year(s), and provide written memos to the Board of Directors and Finance Committee.
12. Ensure month-end closing policies of the agency are met, and productivity is maintained according to agency standards.
13. Oversee the financial side of federal award management (330/330h/etc.), including cash control, accounting, reconciliation, accounting policy revisions, and budgeting.
14. Review all program expenditures, including all reimbursements and fund requests—monitor program budgets, including approval of allowable and unallowable costs.
15. Assist the Chief Financial Officer in conducting the year-end audit of the Center's financial statements by the outside, independent auditors and timely coordinate provision of all information requested by the auditors.
16. Prepare critical data for the completion of the annual tax form 990.
17. Support all federal, state, and regulatory body reporting, including but not limited to the preparation and timely submission of the Federal HRSA Budget Progress Reports, Federal UDS, and State OSHPD reports.
18. Performs other related duties as necessary or assigned.

## Requirements and Qualifications:

1. Minimum of five (5) years of experience in successfully leading and managing a high-performance finance/accounting department in a non-profit firm, preferably in the Healthcare industry. FQHC experience a plus.
2. B.S. in Accounting or Finance. A Master's in Accounting or a CPA is preferred but not required.
3. Knowledge of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles (GAAP). Ability to analyze financial data and prepare financial reports, statements, and projections. Working knowledge of short- and long-term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
4. Strong leadership qualities.
5. Strong analytical and critical thinking skills.
6. Excellent written and verbal communication skills.
7. Proficiency in MS Excel and MS Word. Proficiency in SAGE 100 (accounting software) and Paycom (payroll system) is a plus.

**In addition to competitive salaries, Eisner Health offers eligible full time and part time employees the following benefits:**

- Affordable Medical, Dental, and Vision Insurance. HMO & PPO options available!
- Employer-Sponsored Group Life and Long Term Disability Insurance
- Voluntary Supplemental Insurance
- Retirement Plan – 401k
- Transportation and Parking Subsidies
- Flexible Spending Health and Child Care Plans - Section 125
- Robust Paid Time Off (PTO) Program
- Tuition and CME Reimbursement
- Employee Assistance Program (EAP)
- Paid Holidays
- Paid Jury Duty Leave

**To apply, please email your resume to: [jfalcon@eisnerhealth.org](mailto:jfalcon@eisnerhealth.org)**