

# T.H.E. Clinic, Inc.

## Job Description

**Job Title:** Controller  
**Department:** Finance  
**Status:** Full-Time, Exempt

### **POSITION SUMMARY:**

Under the general direction of the Chief Finance Officer, the Controller is responsible for overseeing all areas of Accounting which serve as the basis of much of the organizations' financial reporting. The Controller is also responsible for month-end closing and processing payroll.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Accounting**

##### **1. Cash Management:**

- a. Update cash log on a daily basis
  - b. Monthly revenue/expense forecasting
  - c. Transfer funds between accounts as necessary
  - d. Request drawdowns from certain funding sources as needed
2. Receive, verify and deposit checks

##### **Supervision of Accounts Receivable:**

3. Under the general direction of the CFO , the Controller is responsible for all Accounts Receivable functions and oversees the operations in connection with financial matters including invoicing, fee-for-services billing, reporting, and contract compliance and monitoring, and auditing; and ensures that the financial system is accurate, efficient, and in accordance with professional accounting practices and governmental regulations.

##### **Supervision of accounts payable:**

4. Under the general direction of the CFO the Controller is responsible for the maintenance and Processing of all Accounts Payable functions, run monthly reports such as Aged A/P report, Check register, and Balance sheet- to review and address any critical issues.

#### **Financial reporting.**

5. Print the following Accounting Reports on a monthly basis (may vary depending on system):
  - Aged A/R report
  - Aged A/P report
  - Check Register
  - Balance Sheet
  - Revenue and Expense Report
  - Cost reporting

#### **Month End Entries.**

6. Responsible for accounts receivable GL entries, bank reconciliation, payroll reconciliation and other month-end close activities including preparation of financial statements and supporting schedules in accordance with monthly company procedures
7. Review of accounting systems, maintenance and upgrades to ensure efficient processes and adequate controls are in place
8. Assist in monitoring of annual budget by location, reports for Grantee and Government agencies and other miscellaneous projects as needed.

9. Heavily assist in internal and external financial audits: Annual Audit, Workers comp Audit, Pension Plan Audit.
10. Special projects as assigned by CFO

**Supervise Payroll processing**

11. Ensure payroll is conducted accurately, on time, and in accordance with all applicable laws and regulations
12. Other duties include updating and compiling timesheets, entering and verifying payroll in Paycom system
13. Handle inquiries from employees regarding payroll related items
14. Work with the Director of HR on special projects/audits as needed
15. Maintain all payroll related records such as quarterly reports, W-2's, payroll 1099's

**QUALIFICATIONS:**

1. Bachelor's degree in Business, Accounting, or Finance
2. 10+ years accounting experience
3. Service industry experience
4. Strong Excel experience
5. Experience with Sage MIP Fund Accounting and Paycom is desired