



Job Announcement

CONTROLLER

(Full-time/ Hybrid)

ASPIRE ACHIEVE INSPIRE

Achievable Health is seeking a Controller with the opportunity for growth in the organization. Training and mentoring in order to grow your skills and gain the understanding necessary to run a complex accounting department will be provided by the CFO, CEO and other management team members.

We are a nonprofit Federally Qualified Community Health Center providing exceptional, whole person care to individuals with intellectual and developmental disabilities, their families and other underserved communities. As the recipient of a MacKenzie Scott Yield Giving \$2 million grant, we are in the midst of expanding our size and reach with a new health center that will triple our size and the number of individuals we can serve. It's an exciting time to join the Achievable Health team while working with a dedicated staff knowing you are making a difference in the lives of so many.

POSITION SUMMARY

The Controller position is responsible for assisting the Chief Financial Officer in the day-to-day functions of the accounting department. This includes accounts receivables and payables; grants administration, accounting and reporting; government grants expense billing allocation of shared costs, budget development and compliance. This is all performed while verifying the integrity and accuracy of financial operations in accordance with Generally Accepted Accounting Principles (GAAP), safeguarding organizational assets, and developing efficient business processes. This work will be done while using principles of trauma informed care through a Justice, Equity, Diversity, Inclusion + Belonging (JEDI+B) lens.

SALARY: \$85,000 - \$95,000, DOE

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Posting of receivables and expenses including revenue recognition.
- Performs the completion of ledger accounts and financial statements.
- Responsible for monthly reports to assure compliance with Federal, State and contract management regulations.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Review accounts for discrepancies and reconcile differences.
- Prepare adjusting journal entries.
- Process accounts payable invoices, issuing checks, and corresponding with vendors and administrative staff.
- Responsible for bank and cash reconciliation.

- Assist in overall program accounting, budgeting and financial reporting and policies and procedures.
- Assist with coordination of external financial & single (OMB-133) and SEFA audits, government audits and Medi-Cal and Medicare cost and reconciliation reports.
- Assists with developing, maintaining, and analyzing budgets, preparing periodic reports that compare budgeted-to-actual costs.
- Acts as the backup for the CFO.
- Other duties may be assigned.

QUALIFICATIONS

- Bachelor's Degree in Business Administration, Accounting, or Finance from an accredited college or university preferred.
- 5 years of general accounting experience with non-profit fund accounting preferred.
- Previous experience with healthcare finance or accounting desirable.
- Proficiency in Microsoft Office Suite is required, particularly excel.
- Knowledge of GAAP including healthcare and non-profit specific standards preferred.
- Knowledge of compliance with regulatory requirements including Medi-Cal, HIPAA, and third-party payer regulations a plus.
- Understanding of the managed health care system in California is desirable.
- Ability to work accurately with close attention to detail.
- Experience with QuickBooks Enterprise Solutions or similar accounting software is desirable.
- Ability to work with minimal supervision.
- Ability and willingness to learn skills not currently possessed.
- Strong written and verbal communication skills.
- Excellent verbal and written communication skills.
- Strong time management skills and deadline oriented.
- Self-Starter who can work collaboratively across all levels of the organization.

BENEFITS

We offer a comprehensive benefits package designed to support our employee's well-being and professional growth. The benefits include:

- Competitive Salary: We provide a salary that is competitive within the industry
- Medical, Dental and Vision and Life Insurance: We pay 100% of premiums for employees
- 403B Retirement Plan: Our employees can take advantage of a 403B retirement plan to help them plan for their future
- Paid Time Off: We provide vacation (2 weeks), sick (2 weeks), Holidays (12 ½ days) to support work-life balance and overall well-being
- Additional Benefits: We offer additional benefits that contribute to a positive and rewarding work environment

We strive to provide a comprehensive benefit package that meets the needs of our values employees

Learn more about how Achievable meets the special needs of children and adults with developmental disabilities by viewing the link [Achievable video](#) or by visiting our website at www.achievable.org

Interested candidates should send a cover letter and resume via email to employment@achievable.org. Please be sure to include the job title in the subject line.

Achievable is an Equal Opportunity Employer