

## **SUMMARY:**

The Controller reports to the Chief Financial Officer and serves as an integral member of the Finance and Accounting team. The Controller is responsible for the execution of Gracelight Community Health' (GCH) financial management strategy and contributes to the execution of QHC's strategic goals. The Controller partners with the staff from GCH in development and implementation of accounting and financial policies, reports, and projects.

The Controller assists in the development and implementation of policies, procedures, metrics, and goals; short-term and long-range financial planning and budgeting; analysis of prospective business opportunities; and cash management activities. This position includes responsibilities for managing a breadth of staff functions and requires an individual who is both tactical and strategic.

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

1. Supports and implements the organization's vision, mission, and values.
2. Oversees and directs general accounting, accounts payable, purchasing, financial reporting and compliance with regulatory requirements.
3. Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
4. Ensures staff members receive timely and appropriate training and development.
5. Establishes and monitors staff performance and development goals, assigns accountabilities, sets objectives, establishes priorities, measures performance, evaluates results, and administers salary adjustments.
6. Advises key members of senior management on financial results, budgeting, cash flow and policy matters.
7. Upgrades and implements financial and accounting policies, internal controls, accounting standards and procedures.
8. Coordinates and executes the annual budget process.
9. Coordinates the successful completion of the annual UDS and OSHPD reports; ensures that accurate and timely financial reports are submitted to HRSA in connections with grants received.
10. Provides analytical support to internal management teams including development of internal management reporting capabilities.
11. Proactively improves administrative and operational accounting services including payroll, accounts payable, purchasing, treasury management, 403b funding management, and grants payments as applicable.
12. Protects assets by monitoring and enforcing internal controls.
13. Plans, coordinates, and executes quarterly financial reviews with department heads to review performance and re-forecast as appropriate.
14. Provides financial information to outside consultants for preparation of Forms 990 and other tax filings. Ensures that internally prepared tax returns are accurately and timely filed.
15. Maintains accurate records of grants received and prepares financial reports connected thereto.
16. Maintains the fixed asset system, coordinating a system of taking an annual fixed asset inventory.
17. Uses discretion and judgment in handling sensitive or confidential information. Answers all employee and client inquiries in a timely and courteous manner. Listens and responds to employee disputes. Understands which decisions can be made alone and which need to involve others.
18. Complies with organizational policies and procedures.
19. Perform other duties, as assigned.
20. Must be willing and able to work at all locations as needed to meet patient care needs.

21. Must be willing and able to work all business hours including evenings and weekends.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:**

Bachelor's Degree in Accounting or related field from a 4-year college or university required as well as at least five years of experience with at least two years in a managerial role. Preferred qualifications include MS or MBA degree; CPA certification; non-profit health care experience; FQHC experience; Sage accounting system experience.

**LANGUAGE SKILLS**

Has the ability to read and interpret documents, such as policies and procedures, benefits information, board minutes, routine mail, contracts, and instruction manuals. Ability to compose routine reports and correspondence.

Ability to speak on a one-to-one basis and to make group presentations using appropriate vocabulary and grammar to obtain information, explain policies and procedures, and persuade others to accept or adopt specific opinions or actions, etc. Ability to discuss a variety of job-related topics on short or no notice. Skill in handling rapid changes of conversation involving difficult questions. Ability to effectively communicate with persons of various social, cultural, economic, and educational backgrounds.

**MATHEMATICAL SKILLS:**

Advanced ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and apply concepts of basic algebra and geometry. Knowledge of descriptive statistics such as measures of central tendency and measures of dispersion. Skill in computing ratios, rates, and percentages.

**REASONING ABILITY:**

Advanced ability to analyze information, problems, situations, practices, or procedures. Advanced ability to analyze complex technical data using qualitative and quantitative sources of information to formulate logical and objective conclusions and to recognize alternatives and their implications. Ability to carry out instructions delivered in written, oral or in other daily situations that arise. Ability to deal with problems involving several concrete variables in standardized situations. Ability to make decisions and execute timely in order to produce positive outcomes.

**OTHER SKILLS AND ABILITIES:**

1. Demonstrates required knowledge, skills, and education for job functions.
2. Demonstrates broad knowledge of accounting principles and practices.
3. Demonstrates ability and willingness to work in other areas as needed.
4. Adheres to and complies with company's policies and procedures.
5. Ability to operate as an effective tactical as well as strategic thinker.
6. Experience as an employee of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations.
7. Proven record of accomplishment facilitating progressive organizational change and development.
8. Strong mentoring, coaching experience to a team with diverse levels of expertise.

9. Superior management skills; ability to influence and engage direct and indirect reports and peers.
10. Self-reliant, good problem solver, and results oriented.
11. Critical thinker able to navigate business issues on a daily basis, and strategically develop long term plans.
12. Possesses excellent written and verbal communication skills; utilizing, tact, active listening, empathy, and compassion. Able to manage conflict in a direct and professional manner.
13. Demonstrates proficiency in computer applications such as Power Point, Word, and Outlook.
14. Demonstrates mastery of Microsoft Excel, accounting software, Sage 100 preferred, Crystal reports or similar report writer software, and OCHIN Epic EHR.