



## **Controller**

Full-Time, Exempt Position

### **MISSION**

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

### **SUMMARY STATEMENT**

The controller will be responsible for overseeing the General Accounting, Financial Reporting functions and financial services area of the organization, cash management and application, accounts receivable, accounts payable, payroll, and grant management. S/he works with the CEO, & CFO to apply accounting principles and procedures to analyze financial information, prepare accurate and timely financial audits, reports and statements, ensure appropriate accounting controls and procedures are in place to maintain compliance and to provide input and recommendations to the CFO and Sr. Management Team. . The position also needs to ensure compliance with the generally accepted accounting principles, agency policies and procedures, and internal controls.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- Assist with all accounting and financing activities of the organization.
- Supervise month end closing activities and prepares the monthly financial reports.
- Present reports to the Board Finance Committee regarding the financial activities on a monthly basis at the request of or assignment by the CFO.
- Oversee all accounting files and records; prepares/reviews organizational fiscal budget and monthly expenditure report/financial statements, provides projections, forecasts, and analyzes financial impacts with analysis of actual versus budget performance to determine variances.
- Maintain and update accounting policies and procedures.
- Interface with HR to oversee payroll and adherence to agency P&P and labor laws and regulations.
- Manage internal procedures for monitoring of grant awards and work plans for compliance and also ensures compliance with reimbursement protocols and procedures for funders and staff.
- Collaborate with the External Affairs and supervises grant management and tracks expenses per contracts, funds, budgets, and programs.
- Monitor activities for banking endowment funds and other investments, manage investment policies and procedures, and prepare reports to the CEO and Board Finance Committee.
- Supervise employee benefits administration and drives annual renewal decision making processes.

Kheir Controller

Accepted: \_\_\_\_\_

- Work with the CEO, CFO and COO to develop internal budgets, projections and forecasts that will have a long-term effect on the organization.
- Make recommendations according to accounting trends and track progress.
- Prepare variance analysis with actual vs budget.
- Coordinate independent financial and regulatory audits and establish quality operational standards and cost controls to drive internal and external improvements.
- Evaluate and make improvements to accounting processes while ensuring that practices comply with organization accounting policies.
- Work with the CFO for the annual Unified Data Systems (UDS) and OSHPD reports.
- Support and later (after 2 years in the position) leads FQHC HRSA budgeting and preparation of various reports including Federal Financial Reports.
- Prepare and coordinates with the all external audits and HRSA site visits.
- Attend various leadership meetings including external association meetings.
- Supervise and mentor Accounting staff.
- Develop and manage short-term and long-term Capital Improvement Plan for facilities and equipment.
- Responsible for Inventory Management, including procurement, maintenance schedule, reports (burn rate) for all departments, including Clinic pharmacy.
- Special projects and other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Accounting, Business, Finance or related field plus Masters or CPA/CMA certification highly desired.
- Minimum 8 - 10 years of hands on accounting experience in a paid position, utilizing all aspects of AP/AR/GL.
- Federally Qualified Health Center or Not for Profit work experiences are preferred
- Knowledge of GAAP and related regulations as well as government and non-profit accounting and OMB Circulars.
- Direct supervisory experience of paid employees.
- High level proficiency in Excel.
- Exemplary follow-through reliability and accountability with a sense of urgency.
- Self-motivated starter with strong work ethics.

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- Strong time management skills, including deadline prioritization of multiple projects with conflicting deadlines.
- Commitment to accurate and high-quality work.
- Maturity and trustworthiness to handle extremely confidential and sensitive information.
- Professionalism and sound judgment in dealing with sensitive and confidential issues.
- Reliable transportation, current driver's license and auto insurance.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a company provided computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. The position requires occasional travel to attend on- and off-site meetings.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Please note that this job description is subject to change to meet the needs of Kheir Clinic.*



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