



Job Description

Job Title: Controller
Department: Finance
Reports to: Chief Financial Officer
FLSA: Exempt
Prepared Date: February 16, 2026

Summary

The Controller oversees the financial operations of the health center and ensures timely, accurate, and compliant financial reporting aligned to GAAP and Uniform Guidance (2 CFR 200). This role leads the accounting team; manages the monthly close, budgeting, and audit processes; and oversees compliance with Federal grant requirements,, **Medicaid and Medicare billing and reconciliation** and other restricted funds. The Controller partners closely with executive leadership, clinical operations, and revenue cycle to support sustainable growth and mission delivery.

Primary Responsibilities / Essential Job Functions

- Maintain Chart of Accounts
- Posting of standard journal entries and adjusting entries for monthly closings
- Maintain Clinic's General Ledger, including overseeing the preparation of monthly analysis of balance sheet accounts and other critical information
- Management of preparation of Financial Statements on a monthly basis including Departmental Statements, Finance Committee Reports, Board Reporting and Government and other Agency Reports.
- Manage Annual Budget Preparation and with Patient Service Revenue, Grant Budgets, Expenses and Justifications
- Oversee Grants, Contracts and Projects Reports
- Maintain Financial Compliance Calendar, Files and Records and ensure timely preparation and submission of all Regulatory Reports (UDS, OSHPD, and Cost Reports. Etc., Etc.)
- Maintain and update Retirement Plan Funding and Reporting on a monthly basis
- Direct Payroll, Accounts Payable, and special projects as may be assigned
- Assist in developing, improving, and updating the Clinic's Financial Systems.
- Develop and maintain Financial Policies & Procedures as necessary
- Manages the day-to-day financial activities. Including monitoring the performance of all employees involved with collection, payroll, and payable activities.
- Assists CFO in Assuring financial integrity of TCC by ensuring that proper controls are in place thereby reducing financial risk.
- Develops recommendations for continuous improvement of the financial operation.
- Implements and monitors compliance with current accounting policies and procedures.
- Providing Tax Compliance Information for annual tax returns to Outside Auditors and Others as needed
- Assist and support Government and other Organizations' Audits and Site Visits



- Attend departmental and company-wide meetings as required
- Other as necessary to insure all TCC Finance Department's requirements are met

Competencies and Essential Skills

- Communication / Customer Service
- Computer Skills / Job Knowledge
- Dependability / Flexibility
- Mission / Objectives
- Productivity / Quality of Work
- Team & People Relations

Minimum Qualifications

Education Requirements

- Undergraduate degree from an accredited college or university in accounting or finance.
- CPA preferred but not required.
- MBA preferred but not required.

Licenses Required

- None – (CPA preferred but not required)

Required Experience

- A minimum of 8 years progressive accounting experience including 3+ years in a supervisory role.
- Knowledge and experience in health care, specifically FQHC's, including third party reimbursement mechanisms and federal guidelines regarding budgets and financing preferred.
- Knowledge of non-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circular A-133, A-110, A-122, AIA, and appropriate Code of Federal Regulations sections.



Working Conditions

- **Environment:** Work to be performed onsite in office setting with routine use of computer, phone, and standard office equipment.

Print Name

Date

Signature

Date

Print Name of Supervisor

Date

Signature of Supervisor

Date