



Controller

Job Code: CNTR - 130
Revision Date: Dec 21, 2018

Salary Range:
\$40.22 - \$65.80 Hourly
\$3,217.60 - \$5,264.00 Biweekly
\$83,661.00 - \$136,862.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to manage the operations of the Accounting Department. Responsible for maintaining various journals, subsidiary ledgers, and the general ledger for the entire Center operations utilizing cost accounting methods. This position will provide various financial reporting positions of the Center, including providing statements, financial reports on Center operations. Monitors internal controls and auditing functions.

This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Facilitates prompt preparation and closing of all journals, cash flow analysis, and ledgers, ensuring the development of a financial statement, cash flow analysis, and internal operating statement.
- Ensures all applicable budget changes are included in updated financial statements.
- Ensures the validity of both financial statement and internal operating report through review of classification of revenue and expenditures, in addition to reconciliation of general ledger accounts.
- Prepares and maintains on a current basis, all Center cash investments.

- Ensures documentation and approval for Center bills.
- Reviews and annotates each audit exception and annual audit and makes recommendations to Chief Financial Officer.
- Provides all necessary financial information and assistance to other audits and reports to Chief Financial Officer.
- Reviews and updates the Center's assets and reports exception to the Chief Financial Officer 30 days prior to the beginning of each fiscal year.
- Develops timetables and any necessary payment schedules to ensure prompt payment of Center payables.
- Responsible for the facilitation of monthly payroll.
- Responsible for the development of all applicable government tax reports.
- Prepares financial forecast of Center operations for signature as requested every 30 days to CFO.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Finance, Accounting or related major supplemented by six (6) years of experience in financial management, accounting or related field preferably in a health care environment; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.