



Assistant Controller

Job Code: AC - 125
Revision Date: Dec 21, 2018

Salary Range:
\$31.51 - \$51.56 Hourly
\$2,520.80 - \$4,124.80 Biweekly
\$65,551.00 - \$107,235.00 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, plan, and administer a variety of fiscal activities: assigns, reviews, and supervises the work of staff responsible for performing functions related to Financial Reporting and Accounts Payable.

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.
- Supervises disbursements to ensure that vendor checks, ACH transactions, and wire transfers are properly disbursed with established disbursement deadlines.
- Reviews work in progress in order to anticipate technical and management problems; recommends changes to improve the organization's functions and processes.
- Oversees the review and auditing of disbursements documents including Check Requests, Timesheets, Purchase Orders, and Travel.
- Performs compliance for unclaimed property checks.
- Supervises and reviews accurate and timely year-end reporting for 1099's.
- Assist Fiscal Accountants on compilation, preparation, and review of the Center's cost reports.
- Serves as backup to Controller.

- Reviews and post journal entries.
- Provides guidance to Accounting staff.
- Ensures month close deadlines are met.
- Assist in preparation and review of monthly financial statements.
- Attends meetings and conferences in place of Controller as needed.
- Assist in compiling data for Center audits.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Business Administration, Accounting or related major supplemented by two (2) years of experience performing accounts payable and financial reporting functions utilizing financial systems; 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 Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.