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| **JOB DESCRIPTION** |
| **JOB TITLE** | CORPORATE CONTROLLER & FINANCE DIRECTOR | **pAYROLL JOB CODE** | 410 - ADMINISTRATIVE |
| **LOCATION** | CORPORATE HEADQUARTERS | **credentials** | CPA |
| **Department** | ADMINISTRATION | **REPORTS TO** | CEO |
| **fsla sTATUS** | EXEMPT | **STARTING PTO LEVEL** | 4 | **EMPLOYMENT CLASS** | FULL TIME |

**SUMMARY**

The Corporate Controller and Director of Finance (“CCDOF”) provides financial and programmatic leadership as well as operational support to the organization. The CCDOF supervises and is responsible for the activities of the finance department and is the lead financial spokesperson for the organization. In summary, the CCDOF is responsible for the preparation of financial and other statistical reporting, treasury management, billing, payroll, accounting and accounts payable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Work with the CEO to support the company’s strategic vision through long-range strategic planning, budgeting, and reimbursement forecasting.
* Responsible for leading the Accounting, Payroll, and Billing Departments including hiring and staffing and training staff on financial management matters and the organizational goals and vision.
* Oversee the organization’s accounting function including the timely production, accuracy, and distribution of monthly statistical reports, financial statements, cash flow projections and internal audit reports for use by management, the board of directors, lenders, investors and other required stakeholders.
* Ensures the company’s financial statements are prepared in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
* Responsible for the engagement, coordination, and activities of independent auditors ensuring all audit issues are resolved and all compliance issues are met in accordance with Board specified timelines.
* Develops internal control guidelines, policies, and procedures for budgets, general ledger accounting, cash and credit management, administration, and other activities.
* Responsible for ensuring company payroll is processed in an accurate and timely manner, and in compliance with all regulations, tax withholding requirements, and company policy.
* Responsible for the organization’s billing and collecting activities to maximize the company’s collections results and minimize the days outstanding across all payor types. Ensure adequate billing controls are installed and that substantiating documentation is approved and available so the organization may pass independent and governmental audits.
* Leads the annual and long-term budgeting processes for both operating and capital budgets.
* Support new business development by assisting the CEO and operations managers in identifying billing and collections solutions, developing forecasting and reporting tools, and helping determine the cost effectiveness of new business lines.
* Structure and maintain the company’s risk management program in accordance with the company’s strategic vision, compliance plan, and board directives. Direct the company’s enterprise risk assessment program and identify strategies to mitigate risks.
* Direct appropriate internal audits as provided in the organization’s compliance and risk management plans and Board directives.
* Oversee the organization’s reimbursement activities including altering company systems in accordance with such changes, filing all required reimbursement reporting and developing and maintaining relationships with federal, state and local payors.
* Directs the company’s various cost reporting and other administrative reporting requirements.
* Establish and oversee banking, cash management and treasury activities of the organization. Install proper controls and oversight to reduce financial risks to the company.
* Responsible for ongoing lender relations including reporting, covenant calculations, and other required items and assisting with investor relations.
* Serve as trustee and oversee administration and financial reporting of the company’s retirement plan(s).
* Follow internally established control systems, policies and authorities, lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the company’s standards and policies.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

* U.S. Generally Accepted Accounting Principles and state and federal tax law.
* Laws, regulations, and rules governing home-based healthcare providers.
* General office software, particularly the Microsoft Office Suite and MIP software (or other similar not-for-profit general ledger software) and use of databases.

Ability to:

* Foster and cultivate business opportunities and partnerships.
* Create and assess financial statements and budget documents.
* Administer multiple complex systems, policies and processes.
* Independently investigate internal and external solutions to complex problems.
* Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
* Lead staff, including regular progress reviews and plans for improvement.
* Communicate effectively in both written and verbal form.

**REQUIRED EDUCATION AND EXPERIENCE**

**Education:**

* Completion of a bachelor's degree at an accredited college or university or equivalent work experience.
* Completion of a master's degree at an accredited college or university or equivalent work experience.
* Certified Public Accountant (CPA) preferred.

**Experience:**

* Prior Controller level position.
* Five to seven years of financial and management experience with the day-to-day financial operations of an organization of at least 30 staff persons.
* Three years of health care provider experience.
* Any equivalent combination of education and experience determined to be acceptable.

**KEY COMPETENCIES**

**Command Skills:** Relishes leading: takes unpopular stands if necessary; encourages direct and tough debate but isn’t afraid to end it and move on; is looked to for direction in a crisis; faces adversity head-on; energized by tough challengers.

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Conflict** **Management:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Timely Decision Making:** Makes decisions in a timely manner; sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

**Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

**Directing Others:** Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Managerial Courage:** Doesn’t hold back anything that needs to be said; provides current, direct, complete, and “actionable” positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

**Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answers.

**Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**LANGUAGE SKILLS**

1. Ability to read, write, speak, and understand English including the ability to make oral presentations to individuals and groups.
2. Ability to relate positively, effectively and appropriately with patients, families, community members, volunteers and other staff on a daily basis.

**PHYSICAL CAPABILITIES**

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| **Physical Requirements** | Medium work **–** Exerting up to 50 lbs. of force occasionally, up to 20 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects; including the human body. |
| **Visual Acuity:** | Close visual acuity **–** Worker is required to have close visual acuity for activities such as preparing & analyzing data & figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts or operation of machines (including inspection); using measurement devices; or assembly or fabrication of parts at distances close to the eyes.General observations visual acuity **–** Worker is required to have visual acuity to determine the accuracy, neatness & thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.). |
| **Physical Activities:** | Balancing **–** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. This factor exceeds the amount & kind of balancing required for ordinary locomotion & maintenance of body equilibrium.Feeling **–** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.Fingering **–** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.Grasping **–** Applying pressure to an object with the fingers and palm.Hearing **–** Perceiving the nature of sounds at normal speaking levels with/without correction, & having the ability to receive detailed information through oral communication, & making fine discriminations in sound.Lifting **–** Raising or moving objects/patients from a lower to higher position or horizontally from position to-position. This factor is important if it occurs to a considerable degree & requires the substantial use of the upper extremities & back muscles.Pulling**/**Pushing**–** Using upper extremities to exert force in order to push, draw, drag, haul or tug objects in a sustained motion.Reaching **–** Extending hands or arms in any direction.Repetitive motions **–** Making substantial movements/motions of the wrists, hands, or fingers.Standing **–** Remaining upright on the feet, particularly for sustained periods of time.Stooping **–** Bending body downward & forward by bending spine at the waist. This factor is important if it occurs frequently and requires full use of the lower extremities & back muscles.Talking **–** Expressing or exchanging ideas by speaking; those activities where detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.Walking **–** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| **Physical Conditions:** | Exposed to Inside conditions **–** Subject to inside environmental conditions; protected from weather conditions, but not necessarily from indoor temperature changes.Exposed to outside conditions **–** Subject to outside environmental conditions; no effective protection from weather or temperature changes.Exposure to infectious disease **–** Subject to infectious diseases including blood & other potentially infectious body fluids & tissues.Work around mental health patients – May be required.Not exposed to adverse conditions **–** Worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). |

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| **Acknowledgement** |
| I have read the above job description and fully understand the requirements set forth. I understand the company reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations required to enable me to perform these duties. Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Print Name: | Employee Signature: | Date: |
| Supervisor Print Name: | Supervisor Signature: | Date: |