

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Controller
Department: Administration/Finance
Reports To: Chief Financial Officer (CFO)
FLSA Status: Exempt
Prepared Date : 04/2021 Revised:
Approved By: Chief Executive Officer (CEO)

SUMMARY: Leads financial reporting, policies and controls for Premier Community HealthCare Group. Partners with the Chief Financial Officer (CFO) in managing matters related to monthly financials, reliability and accuracy of financial statements. Will stay current on industry standards to ensuring our financial systems and accounting practices stay current with regulations and staying in compliance with HRSA requirements. The Controller will identify opportunities for process improvement efforts and advise on long-range planning and regulatory action.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following, other duties may be assigned.

- Provides leadership to the finance department
- Manage financial reporting efforts, including ensuring accurate Financial statements, preparing monthly financial reports for the board meetings and annual budgets for PCHG
- Manage various analysis projects, and prioritize deliverables across multiple services and for senior management, performing ad hoc analysis directly for the executive team
- Ensure PCHG has sound internal controls in place and systems are established and continually updated as required or as evident in observed surroundings
- Develop and ensure appropriate Finance policy, procedures, and controls are put in place to reduce overall risk to the organization
- Communicate with all levels of leadership to inform and educate care team of accounting policies, procedures and regulations.
- Conducting yearly audit and partnering with CFO to obtain appropriate records needed for external agencies request
- Prepare and review journal entries, perform analysis to ensure the general ledger is materially correct
- Ensure all balance sheet reconciliations are completed and/or reviewed within organization and mandated deadlines
- Maintain accurate fixed asset records, ensuring that capital equipment is properly recorded
- Provide assistance to department leaders in analyzing financial data and reports and in resolving issues such as outstanding invoices and missing departmental statistics. Additionally, prepare various daily, weekly, monthly, and ad hoc reports.
- Build optimal workflows and drive process improvement efforts
- Ensure patient confidentiality and EMR security at all times. Maintain patient information within HIPAA
- Keep other care team members informed when situations occur that disrupts timely patient flow through site.
- Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA)

SUPERVISORY RESPONSIBILITIES: Accounting

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelor's degree in Accounting, Finance, or related required.
2. Master's degree preferred.

3. Certified Public Accountant (CPA) preferred.
4. Minimum of five (5) years of finance and accounting experience.
5. Minimum of four (4) years related experience in leadership
6. Healthcare- related accounting and/or finance experience.
7. Membership of organizations or associations directly related to the healthcare and accounting industries.

COMMUNICATIONS SKILLS:

1. Exceptional customer service skills.
2. Ability to communicate effectively, verbally and in writing.
3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE