



Real People. Remarkable Healthcare.

Mission- To Enhance Community Health and Wellbeing

Vision- 100% Access Zero Disparity

Core Values- People Centeredness, Compassion, Accountability, Integrity, Continuous Improvement, Excellence			
JOB TITLE	Comptroller		
DEPARTMENT	Accounting		
REPORTS TO	CFO		
FLSA	Exempt	SUPERVISES	NA
EFFECTIVE DATE	6/1/2023	REVIEWED BY	CFO
Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. Our mission and vision wouldn't be possible without you. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors and continuously strive to meet our mission and vision.			
<p>POSITION SUMMARY:</p> <p>Under the general supervision of the CFO, functions as a member of the administrative team. The Controller supports the CFO in carrying out the responsibilities of the Accounting Department by: assisting with all accounting, grants management and financial reporting required to produce complete, accurate, and timely financial statements, analysis and other reporting requirements in compliance with HRSA, GAAP, IRS and other regulatory agencies and to ensure these are supported by well-organized and complete documentation. The Controller assists in leadership and coordination in the accounting, grant management, budgeting, and auditing efforts of Community Health Partners.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ol style="list-style-type: none"> 1. As a member of the finance department and representative of CHP, maintains the highest ethical standards, both personal and business, in all interactions with staff, vendors, clients and the general public. 2. Maintains current knowledge of generally accepted accounting principles and CHP accounting and billing procedures. Recognizes and monitors need for additional training to stay current in skills. Makes suggestions to CFO for improvement. 3. Understands and follows CHP internal control policies and procedures. Researches and makes recommendations for improvements. Answers accounting 			

procedure questions from all CHP staff by researching and interpreting accounting policy and regulations, including grant compliance.

4. Oversees the preparation of monthly and year-end financial statements in compliance with GAAP and other applicable regulatory guidelines.
5. Reviews biweekly payroll for accuracy and appropriateness. Understands and remains current on payroll tax reporting regulations and completes quarterly and annual payroll tax reporting.
6. Manages month end close process. Prepares monthly financial statements including preparing, documenting, and posting monthly journal entries.
7. Understands and processes monthly accounting for the Learning Partners program, including monthly invoicing and grant compliance.
8. Collects, reviews, and summarizes data from electronic health record and pharmacy software to prepare monthly journal entries and management reports. Monitors 340B contributions, match, eligibility, and balances.
9. Reviews financial transactions for accuracy. Reconciles financial discrepancies by collecting and analyzing account information. Oversees transactions recorded in all general ledger accounts across multiple cost centers. Analyzes and reviews balances of all general ledger accounts across multiple cost centers.
10. Guides billing and accounting staff by responding to questions and researching guidance. Provides backup for routine duties assigned to other accounting and payroll staff.
11. Supports CFO in preparation of compliance reports as requested. This includes tax and other regulatory filings, all audits, annual UDS and CMS cost reports, financial management and reporting for HRSA grants and any other Federal or Local Government compliance and reporting requirements.
12. Assists with preparation of annual grant and operating budgets.
13. Maintains fixed asset schedules and associated depreciation schedules.
14. Reconciles various bank and investment accounts.
15. Understands due dates and complies with them. When issues arise, communicate effectively in a timely manner with the CFO.
16. May provide supervision, support and/or training to other accounting staff as directed by the CFO.

GENERAL RESPONSIBILITIES

1. Performs related work as required or as delegated by the CFO.
2. Maintains appropriate communications within area of responsibility.
3. Furthers the mission of CHP through active support of the strategic goals.
4. Understand and adheres to HIPAA regulations.
5. Ability to report to work as scheduled and work a flexible schedule when needed, which may include travel to other sites.

6. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and working to implement patient centered communication skills.

SKILLS AND ATTITUDES

1. Demonstrates CHP's Core Values
 - a) People-Centeredness: We empower all people to be agents of their own health and well-being.
 - b) Compassion: Ability to be friendly, empathetic, courteous and an adept communicator with customers and staff. Meet people where they are without judgement.
 - c) Accountability: The ability to prioritize work and do what we say we will do.
 - d) Integrity: Ability to set priorities, be organized, be a self-starter and hold ourselves to the highest standards.
 - e) Continuous Improvement: Ability to work in a team or independently, sharing responsibilities and duties to make positive change.
 - f) Excellence: Deliver outstanding value and results.
2. Experience working with limited resource populations.
3. Ability to work with grace under pressure.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to treat both staff and patients with respect.
6. Ability to navigate technology efficiently.
7. Ability to gracefully accept and respond to feedback.

ESSENTIAL PHYSICAL REQUIREMENTS

	Occasionally (1%-33% of	Frequently (34%-66% of	Continuously (67%-100% of day)
Sitting			X
Standing	X		
Walking	X		
Speaking/Hearin			X
Seeing			X
Hand/Wrist Work			X

Pushing/Pulling	X		
Fine		X	
Grasping		X	
Reaching	X		
Bend	X		
Kneel	X		
Squat	X		
Climb	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		

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.

JOB QUALIFICATIONS:

Education:

Current CPA Required.

Bachelor's or Advanced degree in Accounting.

Experience:

Three or more years of experience in accounting and all aspects of the general ledger

Experience with federal grant management and reporting preferred.

Experience in health care and/or nonprofit accounting preferred.

Computer Skills required. Must be proficient with PC's, Microsoft Office products, including Excel, and accounting software.

Experience working with QuickBooks preferred.

History of work with limited resource population desirable.

I have read the job description above and had any questions answered.



Name: _____

Date: _____