



KLAMATH HEALTH
PARTNERSHIP

JOB DESCRIPTION

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|------------------------|--|------------------|---------|
| POSITION TITLE: | Controller | | |
| DEPARTMENT: | Finance | | |
| REPORTS TO: | Chief Financial Officer | | |
| FLSA: | Exempt | PTO TIER: | II |
| EEO: | Manager | JOB ROLE: | Manager |
| DIRECT REPORTS: | Lead Accountant / Accounting Specialists | | |

POSITION SUMMARY:

The Controller is primarily responsible for overseeing the shared services accounting, accounts payable, purchasing, payroll and grant accounting functions for Klamath Health Partnership, Inc. Responsibilities include administration of the organization's financial policies and development of new policies; financial statements preparation and month-end management reporting; maintenance of the general ledger; cash management, accounts payable; tracking and reporting of grants and contributions, oversight of payroll operations; audit preparation and management; and budget-to-actual variance reporting. This position directly supervises the Lead Accountant and two Accounting Specialists.

CORE JOB RESPONSIBILITIES:

Accounting and Financial Reporting

- Work with the CFO to create and administer all financial policies of the organization.
- Manage accounts payable, including new vendor set up and maintenance, vendor statement reconciliation, coding of expenses to proper general ledger account and to proper funding source, cash disbursements, and reconciliation of accounts payable to the general ledger.
- Reconcile all balance sheet accounts monthly and prepare journal entries as needed.
- Reconcile bank accounts monthly and produce cash balance and transaction reports.
- Record semi-monthly payroll entries and all related payroll-related accruals.
- Prepare business and payroll taxes.
- Analyze budget-to-actual variances and summarize results for the month.
- Produce monthly financial statements for review, including monthly summary of results and variances and productivity reporting.

- Provide monthly program budget reports to managers.
- Assist the CFO in developing operating and capital budgets by providing historical financial reports and supporting schedules.
- Maintain all financial files.

Audit and Compliance

- Serve as the primary contact and coordinator for all agencies who perform financial audits.
- Ensure timely and accurate completion of all supporting documentation and manage auditor's requests during fieldwork.
- Assist in completion of the 990-tax return.
- Provide all documentation and reports to consultants for Medicare Cost Report preparation.

Grant Accounting and Federal Reporting

- Maintain general ledger accounting for all grants and produce timely federal reporting.
- Ensure the draw down of federal funds is done timely and according to policy.
- Prepare invoices to grantors as required.
- Complete financial sections of annual UDS reporting by February 15th each year.

Financial/Fiscal Management and Planning

- Ensures that the financial management of the organization is efficient and in compliance with applicable policies, procedures, rules, and regulations, including the maintenance of adequate internal controls.
- Provides financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary.
- Ensures accuracy of accounts payable, cash disbursement, invoicing/billing, customer credits and collections, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting.
- Supports CFO in the development and preparation of annual organizational operating budget for submittal and approval by the Board of Directors or external funding agencies.
- Supports CFO with annual financial statement audit and organizational compliance with all relevant federal guidelines including OMB circulars.

Financial Management

- Participate in annual budgeting process.
- Review monthly financial reports for respective departments.
- Notify Finance of misclassified expenses based on review of financial reports.
- Complete monthly credit card reconciliation if appropriate.
- Maintain expenditures within budget.

Contracting and Vendor Management

- Support CFO in reviews of Klamath Health Partnership's business relationships and ensure that all contracts, agreements and other arrangements with business partners comply with security policies and procedures and the Security Rule's standards,

implementation specifications, and other requirements, and that the appropriate Business Associate Contracts and Other Arrangements are in place.

People Management

- Manage performance of the team, conduct monthly meetups and provide real-time and consistent coaching with all direct reports.
- Ensure accountability of team, including but not limited to adherence with policies, procedures, guidelines, workflows, etc., addressing attendance, performance, and behavior concerns including corrective action if necessary.
- Consult with Human Resources to support employee relations, performance achievement, training, employee engagement, etc.
- Hold consistent and timely team meetings to communicate organization, site, and/or department information, changes, initiatives, etc.
- Obtain leadership approval and manage all recruitment and hiring for team. Provide oversight and support for recruitment/hiring of openings supervised by direct reports.
- Effectively monitor onboarding of new hires, ensure on-going training and development for all staff.
- Manage time off requests and approve timecards for direct reports or as delegated and monitor to ensure staff takes required breaks and lunches.

SUPPORTING JOB RESPONSIBILITIES:

- Assist CFO in performing periodic internal financial and internal control audits; Participates in Quality Assurance activities as requested; Monitors the financial compliance of grants; monitors the administration of the payroll function and supports audit of Human Resources application of benefits related to payroll.
- Comply with all policies, procedures, guidelines, and workflows.
- Perform safe work practices to protect the health and safety of employees and patients per OSHA regulation.
- Protect individually identifiable health information per HIPAA regulation.
- Complete all required compliance training within the established timeline.
- Utilize the incident reporting system as needed.

COMPETENCIES:

Accountability: Takes ownership for delivering on commitments; owns mistakes and uses them as opportunities for learning and development; openly discusses his/her actions and their consequences both good and bad; has an ability to identify strengths and developmental opportunities and leverages insight to adjust and improve their effectiveness; courage to have the difficult conversations.

Communicating Effectively: Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.

Customer Focus: Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems,

ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.

Decision Making/Judgment: Approaches problems and decisions methodically and objectively; involves others as needed; uses sound judgment in making decisions and understanding the impact to themselves, customers, their team, and the organization; conducts the appropriate analysis to identify the symptoms and root cause of issues; makes timely decisions.

Developing Talent: Values the difference that each employee makes and connects their role to organizational and team success. Provides direction and guidance in team and collaborative settings. Provides timely guidance and feedback to help others strengthen specific knowledge and develop skill areas to accomplish tasks or solve problems.

Leading Change: Challenges the status quo; encourages people to question existing methods, practices, and assumptions; supports people in their efforts to try new things; embraces change; maintains a constant focus on efforts to improve performance, quality and efficiency of work processes.

Managing for Results: Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results.

Results Orientation: Is focused on outcomes and accomplishments; follows through on commitments; can be counted upon to successfully execute on goals; motivated by achievement and a need for closure; has an attention to detail and is both efficient and effective in achieving a high level of measurable outcomes; persists in achieving goals despite obstacles.

Supporting Klamath Health Partnership's Mission: Actively supports Klamath Health Partnership's mission and values; uses individual skills to add value to the mission; aligns actions around organizational goals; gives priority to organizational mission and value when making decisions.

QUALIFICATIONS:

Work Experience: Five years of experience in a financial management position. Three years or more of supervisory financial accounting experience. A minimum of one year of experience grant funding application to specific programs and grant management/reporting. Experience in Healthcare and specifically within Federally Qualified Health Center (FQHC) finance environment is highly desired.

Education, certification, and licensure: Bachelor's degree in accounting, finance, or related field. CPA License / Master's degree preferred.

Skills & Knowledge: Must demonstrate a strong knowledge of process improvement and facilitation, excellent communication and problem-solving skills, and have a 'team' concept attitude. Must be able to calculate figures and amounts for all bookkeeping, budgets, statistical analysis and probability statements. Thorough knowledge of and the ability to apply Generally Accepted Accounting Principles (GAAP). Knowledge of applicable federal and state privacy laws.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Knowledge of network environments and ability to work with a variety of software applications. Ability to respond effectively to the most sensitive inquiries and complaints while effectively communicating with internal and external customers.