

**JOB TITLE:** CONTROLLER

**DEPARTMENT:**FINANCIALADMINISTRATION

**REPORTS TO:** CHIEF FINANCIAL OFFICER

**JOB SUMMARY:**

The Controller is responsible for planning, directing, and coordinating all accounting operational functions and processes, ensuring accurate financial records, timely reporting and compliance with regulations. Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results and providing management with information vital to the decision-making process to improve future results. The Controller is an important part of the management team and will be expected to conduct themselves accordingly.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Planning, directing and coordinating all accounting operational functions.
* Coordinating and preparing internal financial statements including monthly financial reporting for each physician with clarity to help them understand what factors are necessary for the physicians to improve their future results.
* Hiring, training and retaining skilled accounting staff.
* Developing and monitoring business performance metrics.
* Coordinating with external tax advisors in order to ensure timely reporting of K –1 annual tax filing, employee W-2s and 1099 statements.
* Managing the budgeting process to assist in achievement of annual budget. Will raise awareness to budget leaders who are having issues with budget compliance on a timely basis.
* Evaluating the effectiveness of accounting software and processes and offering recommendations for improvement and implementing new processes
* Interacts with provider and clinic management staff in developing the strategic plan and its financial planning component.
* Oversees and directs budgeting, audit, tax, accounting, purchasing, long-range forecasting and insurance activities of the organization.
* Evaluates the organization’s financial position and issues periodic reports on the organization’s financial stability, liquidity and growth.
* Develops and implements financial policies and procedures and ensures compliance.
* Assures implementation of internal controls and generally accepted accounting procedures.
* Supervises the analysis of costs and makes recommendations to ensure appropriate income/cash flow.
* Oversees and directs the preparation and issuance of the organization’s annual tax and other reports in conjunction with external accountant.
* Prepares financial and statistical reports required by CEO, Board of Directors, Senior Management Team and State/Federal regulations and program requirements.
* Ensures all insurance coverage including directors and officers, malpractice, general property, etc. are in place each year.
* Coordinates with other departments planning for short- and long-range fiscal needs and ensures that expenditures adhere to legal and budgetary requirements.
* Oversees the recruitment, supervision, training and evaluation of the Finance department staff.
* Interacts with banking personnel to manage accounts including an operating line of credit.
* Performs proforma analysis for projects proposals.
* Supervises Accounts Payable, Payroll, Business Office staff.
* Actively pursues solutions to any/all financial related problems.
* Develops and institutes cash control mechanisms.
* Recommends opportunities for profitability improvements on both revenue and expense sides of business.
* Performs other duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES:**

Knowledge:

* Knowledge of US generally accepted accounting principles (GAAP).
* Knowledge of the principles of financial management sufficient to direct professional staff and coordinate all aspects involved with fiscal requirements.
* Knowledge of clinic financial and budgetary practices to develop annual budget, analyze financial data and patterns, and oversee prepare financial statements.
* Knowledge of clinic’s strategic business objectives and employee performance objectives.
* Knowledge of competitive managed care marketplace and the integrated healthcare delivery network.
* Knowledge of governmental and health care fiscal regulations and reporting requirements.

Skills:

* Skills in exercising a high degree of initiative, judgment, discretion and decision-making to achieve objectives.
* Skill in evaluating operations as they relate to policies, goals and objectives.
* Skill in maintaining effective working relationships with patients and medical staff.
* Skill in identifying, analyzing and resolving accounts and financial problems.

Abilities:

* Ability to analyze financial results from operations; complete financial and cash flow forecasting.
* Ability to delegate responsibility and authority to staff.
* Ability to effectively present information one-on-one and in small groups to Board, physicians, employees, patients, and the public.
* Ability to communicate effectively and clearly with people from diverse backgrounds.
* Ability to completely use Microsoft Office products along with Great Plains general ledger and Greenway practice management software.

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by a Controller throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities and who are not able to complete the following tasks.

* Sitting or standing for prolonged periods of time
* Bending and reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed

**QUALIFICATIONS:**

* Bachelor's degree in accounting or related field required, Master’s degree preferred
* Minimum of 5 years' experience in accounting. Healthcare experience strongly preferred.
* CPA or CMA strongly preferred
* Excellent interpersonal and analytical skills

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

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**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_