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| C:\Users\tim.young\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\40D47DFC.tmp  **MISSION**  *To provide affordable quality health care for our community.* | **JOB DESCRIPTION**  **Position: Controller**  Reports to: Chief Financial Officer  Revised: October 2019  Department: Accounting  FLSA: Exempt |

**Job Purpose:**

1. General Ledger Accounting
2. Internal/External Financial Reporting
3. Auditing/ Internal Control
4. Payroll Processing
5. Cash Management
6. Leadership of the Accounting Department.

This position will participate on HAART Inc.’s management team including strategic planning.

**Supervision:**

Direct supervision by the Chief Financial Officer. This position will supervise and direct the daily activities of the Accounting Department with direct supervision over the Senior Accountant.

**Essential Job Functions including, but not limited to:**

1. **General Ledger Accounting**
   * Maintain the General Ledger Chart of Accounts (design and maintenance)
   * Maintain proper collection, analysis, measurement, recording, classification, and reporting of financial transactions according to Generally Accepted Accounting Principles (GAAP).
     + Assets, Liabilities, Net Assets
       - Cash
       - Accounts Receivable
       - Pre-paid accounts
       - Investments
       - Accounts Payable
       - Long-term liabilities
       - Net Assets
     + Revenues and Expenses
       - Grant and Program Revenue
       - Clinic Revenue
       - Other Revenue
       - Cost of Goods Sold (Direct Program Costs)
       - Expenses
   * Establish financial policies and procedures to guide all aspects of HAART Inc’s accounting function to ensure accuracy, reliability, and timeliness.
     + This includes proper review process prior to posting of transactions.
   * Ensure that all subsidiary ledgers are reconciled to GL control accounts.
   * Ensure that costs are allocated properly.
   * Establish and follow a Month-end close checklist to ensure an accurate and timely close.
   * Maintain supporting documentation according to established record retention policy and auditing standards.
2. **Internal and External Financial Reporting**
   * Prepare required internal and external financial reports and statements to include the compilation and analysis of data for monthly, quarterly, and annual reports.
     + Balance Sheet
     + Statement of Activities
     + Statement of Cash Flows
     + Annual Budget Reports
     + Budget Variance Reports
     + Physician Productivity Reports
   * Establish a reporting calendar to ensure reporting due dates are met.
3. **Payroll Processing**
   * Responsible for the biweekly payroll processing activities.
     + Ensure all employees’ time is properly completed in ADP
     + Input all necessary manual adjustments to payroll, i.e., weekend pay rates, miscellaneous deductions, etc.
     + Verify that all employees that worked during the pay period are included in the payroll run.
     + Once all entries have been entered, submit payroll information to CFO for approval.
     + Upon CFO approval, submit payroll to ADP for processing.
4. **Audit and Internal Control**
   * Maintain a proper internal control structure to ensure that the seven main audit objectives are met according to Generally Accepted Auditing Standards (GAAS).
     + Overall reasonableness
     + Validity (all transactions that have been recorded/posted are valid transactions)
     + Completeness (all transactions that should have been recorded are in fact recorded/posted)
     + Authorization (all transactions are properly authorized according to policy)
     + Ownership
     + Mechanical Accuracy
     + Disclosure.
5. **Cash Management**
   * Ensure that all cash receipts are properly logged, deposited to the correct bank account, and classified and posted to the correct GL account in the accounting system.
   * Ensure that all disbursements are made according to established policies and procedures.
   * Safeguard check stock and check signing plates (or electronic equivalents)
   * Oversee the preparation of daily cash tracking log that captures daily receipts (Cash, Check, ACH Credits) and disbursements (Petty Cash, Check, ACH Debits) by bank account.
   * Reconcile each bank account to the bank statement on a monthly basis.
   * Ensures all credit card expenses and payments are in ABILA and posted for reconciliation purposes.
6. **Management and Leadership** 
   * Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.
   * Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events
   * Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
   * Coordinates, schedules and prepares minutes for monthly accounting meetings with department head.
   * Accepts direction and feedback from supervisors and follows through appropriately
   * Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately
   * Performs related duties as assigned

**Required Education:**

A Bachelor’s degree with a major in accounting, business administration or finance management. A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of experience.

**Work Environment:**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
* Ability to work in a confined area.
* Ability to sit at a computer terminal for an extended period of time.

**Travel or Special Requirements:**

Driving during the workday as well as local or out of state travel may be required to perform job duties.

This job description includes the major duties and responsibilities of the job. I understand that it is not inclusive of every task inherent of the job. In addition, I understand that it may occasionally require assignment of tasks not specifically covered in this job description. I understand that I will comply with reasonable requests from my supervisor.

I read and understand the requirements to fulfill the responsibilities associated with this job description.

I agree to abide by all the duties and responsibilities for the job including and reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

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Employee Name Employee Signature Date