



## JOB DESCRIPTION

### Controller

**REPORTS TO:** Chief Financial Officer

**EDUCATION:** Bachelor degree in finance/accounting. Master degree preferred.  
Certificate/License: CPA preferred.

**EXPERIENCE:** Two years of financial management experience, preferably in a health care organization.

**SKILLS:** Perform finance and accounting functions, including financial data preparation and analysis, budgeting, and investment review; Maintain knowledge and proper application of the accounting standards and principles; Monitor financial policies, procedures, and internal controls; Lead a dedicated and seasoned team of accountants to provide financial clarity through the production of financial reports and maintenance of accounting records; Direct workflows and evaluate processes seeking increased efficiencies and effectiveness; Identify and resolve problems by exercising strong initiative, judgment, and decision making to mitigate risk and enhance the accuracy and timing of financial reports; Establish and maintain working relationships with all staff and the public; Communicate clearly both verbally and in writing; Serve as a resource for department leads through answering financial related questions and assessing the needs of financial requests to best support Waco Family Medicine's mission.

**PHYSICAL AND MENTAL REQUIREMENTS:** See reverse

#### **PRIMARY DUTIES:**

- develops plans and objectives with supervisors and department staff, regarding short and long-range accounting programs in specific areas such as budgeting, profit analysis, accounting systems, reporting, and internal auditing.
- directs financial accounting functions to ensure accurate recording and reporting of clinic financial information.
- proper recording and control of cash receipts/disbursements, recording of fixed assets.
- development of adequate procedures, instructions, controls, records, and receipts.
- works with CFO to develop and approve financial statements, including balance sheets, profit/loss statements and analysis of variances in accounts, ratios, income/expense, as well as investment analysis; e.g., effects of fee changes on costs and profits, return on investment.
- implement strategic timelines and ensure staff is on track to meet financial reporting deadlines.
- supervises the internal audit program to ensure internal financial controls are regularly tested and described.
- assists with the development and implementation of the annual capital and administrative budgets as well as financial and credit policies of clinic.
- directs the preparation of statistical information and reports for management, government and other agencies.
- directs, forecasts, and analyzes special projects; e.g., proposed facilities, equipment purchases.

- builds ad hoc financial reports to meet departmental requests.
- assists CFO in the preparation of major clinic financial reports.
- conducts performance evaluation and recommends merit increases, promotions, and disciplinary actions.
- attends a variety of meetings with management and department staff to review and discuss financial matters.
- prepares workpapers for annual audit.
- prepares various fund requests for grants and other resources.
- maintains strictest confidentiality.
- participates in professional development activities and maintains professional affiliations.
- monitors all bank accounts and reconciles accounts on a monthly basis.
- performs related work as required.
- prepare manual checks as required.

**OTHER DUTIES:**

- assist with Administration phones and errands
- periodically audit cash drawers of all cashiers
- other duties as assigned by supervisors

**PHYSICAL AND MENTAL REQUIREMENTS:**

- possess a valid Texas driver's license and appropriate liability insurance
- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- continuous use of computer and calculator
- long periods of sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- occasionally carrying, lifting, pushing and pulling of up to 25 lbs
- occasionally working in confined, noisy, dusty areas
- frequent use of personal car
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications

TO APPLY: Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.

**REVIEWED WITH EMPLOYEE:**

---

Employee

---

Supervisor

---

Date

7/13/2023