



## ASSISTANT CONTROLLER

**REPORTS TO:** Controller

### **EDUCATION & EXPERIENCE:**

- Required: Bachelor's degree in accounting
- Required: Five years accounting experience with at least 1-2 years in a management role, preferably in a health care organization and/or experience with federal, state, or local grants

### **SKILLS:**

- Experience with Accounts Payable processes and systems.
- Knowledge of finance and accounting functions, including budgeting, credit, investments, internal controls, month-end close, financial statement preparation, and analysis.
- Knowledge of fixed asset and lease accounting.
- Knowledge of clinic's strategic business objectives and employee performance objectives.
- Skill in analyzing financial data and preparing appropriate related reports.
- Skill in leading/mentoring staff and performance evaluations.
- Skill in relating organizational objectives to financial policies on costs, fees, credit, etc.
- Skill in exercising initiative, judgment, discretion, and decision-making to achieve organizational objectives.
- Skill in monitoring financial policies, procedures, and internal controls.
- Skill in establishing and maintaining effective working relationships with patients, staff, and the public.
- Identifying and resolving problems by exercising strong initiative, judgment, and decision-making skills.
- Ability to work creatively with management and department staff to achieve objectives.
- Ability to communicate clearly.

### **PRIMARY DUTIES:**

- Oversee the Accounts Payable functions to ensure accurate recording and reporting of clinic and grant financial information to the General Ledger including management of staff and delegation of task as needed.
- Ensure internal control integrity over Accounts Payable procedures.
- Maintain up-to-date knowledge on software/systems' updates and changes to ensure most efficient practices are in place.
- Implement strategic timelines and ensure staff is on track to meet financial reporting deadlines and timely vendor payments.
- Assists the Controller with preparing financial reports for tracking of budgets and allocated funds to departments.
- Assists in month-end account reconciliations.
- Understand state, federal, and local grant reporting requirements.
- Understand Federal Form 1099 requirements and oversee annual Forms 1099 filing process.
- Assists Controller with financial statement preparation and financial reports as requested.
- Conducts ad hoc projects to analyze financial data.



- Assists Controller with overall department procedures and internal controls not limited to Accounts Payable.
- Development of adequate procedures, instructions, controls, records, and receipts.
- Assists with the internal audit program to ensure internal financial controls are regularly tested and described.
- Assists with preparation of annual financial audit and needed support/workpapers, tax returns, and other regulatory reports.
- Assists the Controller in the preparation of statistical information and reports for management, government, and other agencies.
- Assist the Controller in directing, forecasting, and analyzing special projects, e.g. proposed facilities, equipment purchases.
- Attends a variety of meetings with management and department staff to review and discuss financial matters.
- Supports overall accounting team as needed.
- Trains and manages staff as assigned.
- Assists with performance evaluation and recommends merit increases, promotions, and disciplinary actions.
- Participates in professional development activities and maintains professional affiliations.
- Maintains strictest confidentiality.

**OTHER DUTIES:**

- Assists with Administration phones and errands.
- Provides general office support.
- Other duties as assigned by supervisor.

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Possess a valid Texas driver's license and appropriate liability insurance.
- Visual and auditory accuracy
- Shift length – 8-9 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.