



Controller

TITLE: Controller

FLSA Status: Exempt

TRAVEL: Occasional

HEALTH BENEFITS: Available, as appropriate to applicant.

SUMMARY OF POSITION:

The Controller is responsible for all financial aspects of the organization. This is a supervisory position that involves highly detailed accounting work in addition to financial grant management reporting. This position will be responsible for developing and maintaining accounting practices and procedures to ensure accurate and timely financial statements. Must address tight deadlines and perform a multitude of accounting activities including accounts payable/receivable, payroll, grant cost allocation, general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. Responsible for ensuring the preparation of multiple reports as required for state and federal grant contracts. Responsible for reviewing payroll reports for accuracy. Assists with employee benefits.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Executive Director

Directs: Staff Accountant

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for ensuring accurate recording of all accounting transactions of including accounts payable, accounts receivable, payroll, deposits and disbursements.

Supervise the daily work activities of the Staff Accountant and provides training as needed.

Responsible for maintaining detailed financial records for each source of grant funding including deposits, expenditures, and reimbursements, including the financial analysis hospital preparedness and emergency medical task force programs.



Oversee payroll processing including oversight and reconciliation of payroll tax deposits, reviews quarterly payroll reports, W-2's, 1099's, etc. Maintains staff PTO records and reports.

Oversee the preparation of required monthly, quarterly, mid-year and annual reports for each grant. Prepare and submit reports and vouchers necessary to obtain all funds as well as funds for projects, awards and pass-through grant funds.

Oversee the administration of the annual EMS County Assistance grant.

Oversee the preparation of financial reports for the monthly Executive Board meetings, Healthcare Coalition meetings, and quarterly General Membership meetings.

Ensure Financial Policies and internal controls are followed. Assist with the development, implementation, and review all Financial Policies.

Ensure all purchases and expenditures comply with approved grant budgets.

Assist with the preparation of the annual budgets for all grants.

Assist with preparation of RFP's and annual contract renewal processes.

Obtain approval for payment of invoices.

Assist with coordination of employee benefits to include research of health brokers and technical assistance to staff.

Coordinate with insurance broker regarding property insurance and company liability insurance.

Attend meetings and training related to the accounting aspect of administering grant contracts.

Assist auditors with collecting necessary documentation and information to complete annual A-133 Audit. Assist auditors with collecting necessary documentation and information during compliance audits.

Assist CPA during completion of annual 990 Income Tax Return.

Assist with inventory control and asset management, including annual inventory accounting for insurance coverage and A-133 Audit.

Other general office duties or duties as assigned.



REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP) with specific emphasis on government grant fund accounting.

Must be a person of unquestionable integrity, tact and discretion.

Ability to establish and maintain effective working relationships with other employees, healthcare partners, EMS providers, vendors, auditors, CPA's, attorneys and the general public.

Knowledge of budgeting procedures and formats.

Must have excellent communication skills, both oral and written.

Must be proficient in Microsoft Excel, Word, and Outlook and QuickBooks. Must be familiar with use of internet for online transactions and for research.

Ability to multi-task and meet regular and emergency deadlines as needed to accomplish tasks.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's Degree from an accredited college or university in accounting, finance, or a related field.

A minimum of five (5) years' experience and training in full-cycle accounting which provides the required knowledge, skills, and abilities for the position.

Government grant and non-profit accounting management is preferred.

CPA is preferred.

TYPICAL PHYSICAL DEMANDS

Must possess physical health including the ability to lift and move items related to the position. Must be able to travel and participate in appropriate state agency meetings, conferences, regional exercises and real events. Function in designated positions in the Emergency Operations Center and/or Medical Operations Center as needed during events and exercises. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours.

CERTIFICATE AND LICENSE REQUIREMENTS:

Must possess a valid Texas driver's license.