



Controller

CLASSIFICATION/STATUS: Exempt, Full Time, Permanent

IMMEDIATE/ CLINICAL SUPERVISOR: Chief Financial Officer

SUPERVISORY RESPONSIBILITIES: Accounting Manager

WHO YOU ARE: YOUR ROLE & IMPACT

As part of the dynamic finance team at Charles River Community Health (CRCH), a healthcare practice providing comprehensive and compassionate care to underserved communities, the **Controller will play a critical role in internal administration and driving the mission forward**. He or she will report directly to the Controller and work closely with the Chief Financial Officer, as well as department directors. The **Controller** is responsible for the full monthly cycle including journal entries, general ledger integrity, a financial statement production, and managing Accounts Payable. He or she will also supervise and develop the Senior Staff Accountant and AP Staff Accountant.

YOUR RESPONSIBILITIES

- The Controller reports directly to the Chief Financial Officer and is responsible for managing and participating in the monthly accounting cycle and year end close, including the support and supervision of the health center's Senior Accountant and Staff Accountant. Additionally, the Controller works in a collaborative manner with other departments and directors to ensure: (i) compliance with financial policies, procedures, and controls; (ii) efficient, uninterrupted workflows and communications required for data gathering and reporting to support the month end close; and (iii) timely reporting of operating results to program and department directors. To this end, the Interim Controller will work extensively with Patient Accounts, Human Resources, and Development in fulfilling the following primary responsibilities and functions:
- Maintain and manage the monthly accounting cycle and schedule to ensure timely and accurate posting of recurring and non-recurring GL entries, grant and contract invoicing, and the reconciliation of all GL schedules (restricted grants, fixed assets, prepaid, accrued expense, debt amortization). Produce and review month end reports for GL entries and reconciliations to NextGen EPM (medical billing system), NRX (pharmacy billing system) and Paylocity (payroll system). Review and approve bank account reconciliations to GL. Review and approve investment account and endowment reconciliations to GL. Produce and review monthly financial statements and indirect cost allocations for all departments and programs.
- Maintain and enhance controls and workflows for purchasing and processing of vendor invoices via an accounts payable module. Review and approve weekly invoice payment selection and check runs in accordance with the health center's cash disbursements policy and procedure. Review and ensure timely and accurate posting of AP invoices to correct GL periods, accounts, and sub-accounts.
- Review and approve grant and contract invoicing to ensure compliance with use restrictions and established budgets, including documentation of funded expenditures. Assist of Director of Development and Grants Manager with the development and maintenance of grant and contract budgets, expenditures, and reporting.
- Maintain and enhance systems and workflows for depositing, recording, reconciling, and reporting daily receipts/collections from all sources, including patients, third party payers, and funders.
- Assist Accounting Manager in producing and reviewing monthly financial statements, patient volume reports, and indirect cost allocations with CFO and Executive Director. Develop, review, and distribute monthly financial and ad hoc financial reporting to program and department directors.
- Lead, manage and serve as primary liaison to audit manager for internal and external fiscal year-end, A-133 and 403b audits, including preparation of 990 and Form PC filings, Medicare and Medicaid cost reports, and UFR.

YOUR QUALIFICATIONS, COMPETENCIES, TRAITS

- Bachelor's degree in accounting, CPA or equivalent experience preferred
- 5 - 10 years of experience as a Controller in a healthcare environment responsible for the management of the monthly accounting cycle and year end audit, including financial statement reporting and analysis
- Proficiency and demonstrated experience with accounting, third party billing, and payroll systems and reporting – knowledge of NextGen EPM/EMR and/or Microsoft Dynamics/ Solomon and FRx a plus
- Knowledge and proficiency with management and accounting for restricted, federal, and state grants and contracts
- Highly motivated professional who is detail-oriented with exceptional management, supervisory, and communication skills

WHO WE ARE & WHAT WE DO

Charles River Community Health's mission is to improve the health and well-being of the communities of Allston, Brighton, Waltham and surrounding areas by providing quality, compassionate, coordinated care that is patient-centered, family friendly, and community focused.

CRCH is a comprehensive practice providing medical, pharmacy, dental, behavioral health, optical, and vision services to diverse underserved local communities. We serve over 15,000 patients annually, and 80% of those served are well below the poverty line while over 60% speak in a language other than English.

We are committed to providing patients with timely access to the right care, at the right place and at the right time, collaborating with other organizations to connect patients with a comprehensive range of services and provide continuity of care, and creating new community partnerships to meet the changing needs of patients and the community.

We value caring for everyone with dignity, respect, and compassion, reducing cultural, financial and other barriers to care, and eliminating health care disparities for our patients. We also advocate for the needs of our patients, the community, and public health causes.

OUR PROMISE

If you are passionate about providing service excellence in a mission-driven, team-oriented, and progressive organization, you will find your career as the **Controller** rewarding and impactful! You will be part of a dynamic and fast-paced team with a shared vision to break down barriers in delivering healthcare excellence!

OUR BENEFITS & PERKS

Medical & Dental Insurance	Short & Long-term Disability Insurance	Generous Paid Time Off
Flexible Spending Account	Employee Assistance Program	Tickets at Work
Health Reimbursement Arrangement	Travel Reimbursement	Professional Development Opportunities
Solid track record of developing and promoting employees internally!		

Employee Signature: _____ Date: _____

Charles River Community Health is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, CRCH will better serve our local communities and continue to provide quality patient care and services. CRCH is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or

disability, as defined and required by state and federal laws. Additionally, CRCH prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.