



**Job Title:** Assistant Controller  
**Department:** Accounting  
**Supervisor:** Controller  
**FLSA Status:** Exempt  
**Approved Date:** 1-1-18

### **Position Summary**

Performs and assists with various corporate accounting systems, including general ledger, payroll, accounts payable, internal controls, and grant/contracts tracking and compliance. Recommends, implements, and evaluates procedures and systems to ensure maximum efficiency, accuracy, and timeliness of accounting information and processing of financial obligations and safeguarding of corporate assets.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assists the Controller with the overall accounting function to include payroll, accounts payable, fixed assets and cash management.
2. Assists with the developing, monitoring and maintaining of annual budgets.
3. Assists with completing monthly management reports and annual cost reports.
4. Assists the Controller with Developing, documenting, communicating, and monitoring internal controls and accounting procedures.
5. Assists with managing the General Ledger (GL) and the GL Chart of Accounts.
6. Assists with developing and maintaining costing systems.
7. Assists with ensuring timely general ledger closing to include account reconciliation and journal entry preparation.
8. Assists with invoicing and financially managing grants.
9. Assists with reviewing the work completed by other accounting team members.
10. Assists with the preparation of external audit and tax information requirements and the timely completion of schedules.
11. Attends educational seminars to further understanding of changing guidelines in health care, grant accounting, GAAP, and technologies when requested.

### **Competencies**

To perform the job successfully, the following competencies should be demonstrated.

**Attendance/Punctuality** - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**CHCW Culture** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

**Communications** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

**Customer Service for Internal and External Customers/Patients** - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor's degree in a related field required; CPA preferred. Minimum of 3 years of professional accounting experience and knowledge of not-for-profit healthcare industry preferred.

**Certificates, Licenses, Registrations**

None

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an 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.

The noise level in the work environment is usually quiet.

---

Employee Signature

---

Date

---

Employee Print Name

---

Supervisor Signature

---

Date