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JOB DESCRIPTION - CONTROLLER

DEPARTMENT: Accounting

JOB TITLE: Controller

REPORTS TO: Finance Director

PURPOSE: The purpose of this job is to assist the Finance Director by ensuring that all accounting functions are done in an accurate and timely manner and in accordance with established accounting standards and procedures.

JOB DUTIES:

Accounting/Finance Duties:

- Prepares monthly sub-unit and branch and corporate financial statements on a timely basis and analyzes the financial statements.
- Analyzes each individual general ledger account for proper cost allocation, prepares monthly journal entries and general ledger closings and complies the appropriate reports.
- Prepares special studies and/or financial analysis as requested by the Finance Director.
- Ensures compliance with certain bank covenants as it pertains to financial ratios.
- Provides the Finance Director with proper financial data for internal costing preparation.
- Makes all necessary arrangements related to the external auditing process and assists external auditors with the preparation of the audit.
- Manages the year end audit process and prepares the proper documentation for the independent auditor.
- Supervises the payroll processing function and ensures compliance with associated payroll laws and regulations.
- Monitors the monthly bank reconciliation process.
- Orients branch office staff on the payroll preparation process.
- Develops and ensures the proper implementation of the payroll auditing process.

JOB DUTIES: (Continued)

Supervisory/Other Duties:

- Supervises the accounting staff and payroll, and facilitates the recruiting, hiring, and training of the staff.
- Prepares annual performance appraisals for the accounting/billing and payroll staff.
- Reviews the accuracy of revenue and visit statistic reports.
- Prepares monthly contractual allowance payable reports and monitors the liability amounts.
- Maintains and upgrades the accounting software packages as necessary.

JOB REQUIREMENTS:

1. General financial/accounting knowledge and the ability to ensure fully functioning and accurate accounting processes.
2. General knowledge of accounting standards/procedures as well as federal, state, and local rules and regulations.
3. Ability to prepare monthly financial statements.
4. Ability to analyze complex and varied financial data, forecast future economic trends, and monitors the preparation of financial statements.
5. Ability to maintain a high level of confidentiality related to all duties and responsibilities such as, account balances, investing activities, personnel records, passwords, and other confidential documents.
6. Ability to learn the company's quality objectives and apply them in the performance of all job duties.
7. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
8. Ability to apply complex accounting formulas and/or perform complex mathematical calculations.
9. Ability to communicate effectively both orally and in writing.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to assist with the management of staff and available resources in an efficient and effective manner.
12. Ability to operate all necessary office equipment required to accomplish job duties such as computers, calculators, and phones, fax machines, etc.
13. Ability to work independently and meet all work related deadlines.
14. Ability to work daily and extended hours as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Occasional
 Sitting Continuous
 Walking Occasional
 Bending/Kneeling/Crouching/Stooping Occasional
 Reaching Above Shoulder Occasional
 Climbing (stairs, ladders, etc.) Occasional

Working on Heights:

Unprotected Heights N/A
 Protected Heights N/A

Lifting Weights from 0 to 50 Pounds Occasional

Push/Pull/Maneuver Equipment/Products/Materials Occasional
 Weighing from 0 to 100 Pounds

Being Around and/or Operating Moving Machinery/Equipment N/A

Operating a Vehicle (as a part of your job) Occasional

Read/Monitor Gauges on Various Equipment/Machinery N/A

Hand Movements:

Recording Data Frequent
 Operating Office Equipment Frequent
 Operating Computer Continuous
 Simple Grasping (right and left) N/A
 Firm Grasping (right and left) N/A
 Fine Manipulating (right and left) N/A

Foot Movements to Operate Foot Controls N/A

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: NO

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas.

Office Continuous
 Multiple Locations Occasional
 Plant N/A
 Equipment/Maintenance or Repair Area N/A
 Rough Terrain N/A
 Other N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to monitor account information, analyze figures and computer generated data, prepares financial reports and offers financial opinions. Furthermore, this position requires the incumbent to apply logical/abstract thought processes, use good judgement, and solve financial/computer-related problems.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including some extended periods of computer work and extended hours during peak periods of activity.

TRAINING:

Safety:

Right-to-Know

Other:

On-the-Job Training
Employee Handbook

JOB QUALIFICATIONS:

Education: BS or BA in Accounting

Experience: A minimum 3 years of accounting and general ledger experience required, with home care/hospital accounting experience preferred. Supervisory experience also required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Corporate Comptroller

- YES ____ NO ____ I have been provided a copy of the job description to read or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature