



## **POSITION DESCRIPTION**

### **Accounting Director/Controller**

Reports to: Vice President of Finance, CFO

Position Status: Exempt

Supervises: Accounting Manager,  
Payroll Manager  
Sr Accountants

Effective Date: 9/30/23

### **GENERAL SUMMARY**

The Controller reports to the Vice President of Finance, CFO. The Controller provides oversight for all day-to-day finance operations, including accounting, financial reporting, cost accounting, fixed asset accounting, payroll, and operating cash management functions. The Controller provides financial oversight to the Revenue Cycle functions. The Controller is an integral member of the Leadership Team and provides support to Administration and management functions throughout the organization. The Controller has significant accountability for the development and refinement of accounting controls and policies for the organization, provides oversight for audit activities, and is the primary interface with the Centers for Medicare Services (CMS) and other third-party payers. The Controller directs financial operations to ensure appropriate organizational compliance with all rules and regulations pertinent to financial operations throughout Northwest Kidney Centers (NKC).

The Controller has direct administrative responsibility for the Accounting, Accounts Payable and Payroll functions. The Controller is empowered in the position to make important decisions and will be supported by the CFO for consultation when needed.

### **DUTIES AND RESPONSIBILITIES**

#### **Financial oversight including the organization's financial systems and financial reporting to internal and external parties**

1. Oversees the recording and reporting of all financial transactions including revenue, investment activity, payroll, accounts payable, lease payments, debt administration, and fixed assets as captured in the General Ledger (GL) system, to ensure transactions are properly reported, consistent with applicable rules and regulations.

2. Develops and implements initiatives designed to improve financial system reporting capability, workflow processes, and internal controls. Drives process improvement and nurtures a performance improvement culture.
3. Oversees the generation of financial statements for the organization and the reporting of financial results to internal and external parties, including Medicare and other government reporting requirements, bond covenant, and other banking requirements.
4. Provides analysis concerning financial performance, budget variance interpretation, and projections pertinent to anticipated near term financial results and cash flow.
5. Oversees the administration of ongoing organizational financial commitments including debt management, lease arrangements, and contractual obligations.
6. Oversees the provision of departmental financial and statistical reports to facilitate management accountability for operating performance standards, and adherence to proscribed departmental budgets.
7. Provides ongoing support for the organizational assessment of operating costs, and related endeavors to promote the cost-effective delivery of healthcare services.
8. Recruits and leads a talented team.
9. Serves as a key resource for the Leadership Team in matters concerning financial performance, report interpretation, financial analysis.

#### **Vendor Contract oversight**

10. Provides ongoing oversight for transactions associated with select contracted arrangements to ensure appropriate contract compliance as pertinent to purchasing agreements, lease arrangements, and service contracts.
11. Serves as the primary contact for contracted vendors in matters concerning accounts payable administration.

#### **Financial compliance oversight**

12. Develops and implements financial policies and procedures, to ensure the maintenance of appropriate internal controls, and the provision of financial reports that are consistent with GAAP standards.
13. Develops and implements processes to comply with new accounting standards as they are issued.
14. Administers processes associated Federal, State, and local tax filing requirements, and related documents and reports.
15. Accountable for the development and submission of Cost Reports, as required by CMS (Medicare), associated with the delivery of healthcare services, and serves as the primary contact for Medicare (CMS) auditors.
16. Serves as lead internal contact for auditors in conjunction with the annual audit process and audit related functions at other times during the year as appropriate.

### **Management oversight and other responsibilities**

17. Develops department goals, objectives, and budgets as appropriate.
18. Makes recommendations and/or decisions for improvements and to eliminate identified waste based on the impact to the organization.
19. Other duties as assigned.

### **JOB CONDITIONS**

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment and hybrid setting.

Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift, fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Must have strong visual acuity to read, inspect information on monitors, inspect technical documents, and to work extensively with data on a PC.

Physical requirements include the ability to lift/move objects weighing up to twenty pounds occasionally, and up to ten pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required.

### **CUSTOMER SERVICE STANDARDS**

Staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

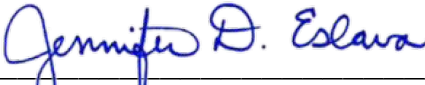
### **EDUCATION AND EXPERIENCE**

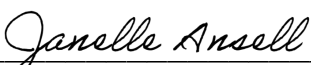
- Minimum bachelor's degree in accounting/Finance, or a related field. CPA or CMA preferred.
- Large hospital or health system experience preferred.
- Ten or more years of progressively responsible accounting experience with at least five years in a leadership role. Healthcare and/or public accounting experience preferred. Experience will have the following areas of focus:
  - Significant experience with design and implementation of accounting processes in a regulated healthcare delivery environment.
  - Experience operating within a complex organization.
  - Demonstrate ability to develop accurate, concise, and effective financial statements, presentations, and reports.

- Experience with financial analysis and supporting the reporting and analysis of KPI.'
- Proven managerial, leadership, coaching communication skills and the ability to work independently, prioritize, multi-task and complete projects.
- Demonstrated ability to lead and develop strong collaborative team and working style.
- Demonstrated ability to serve as a successful, collaborative participant of the Leadership Team.
- Exceptional knowledge of Generally Accepted Accounting Principles (GAAP). Dedication to personal continuing education pertinent to current accounting professional standards and practices, and potential future practice revisions.
- Significant understanding of audit processes, accounting controls and process design.
- Strong project management aptitude and ability to lead a project/process from start to finish.
- Record of strong analytic skills being practically applied, and the ability to clearly disseminate financial and statistical information.
- Significant experience with accounting systems (General Ledger, Billing, Fixed Asset, Accounts Payable, Materials Management, Accounts Receivable).
- Intermediate to Advanced computer skills in a Microsoft Suite programs.
- Personal philosophy of continuous process improvement.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

#### **REVIEW AND APPROVAL**

 _____ Vice President of Finance/CFO	9/30/23 _____ Date
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 _____ Human Resources	9/30/23 _____ Date
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