

Controller Job Description

The Controller is a senior executive who manages Healthy Rural California's financial operations and is responsible for the company's financial health including oversight of all finance, accounting, audit, tax, budgeting and reporting activities. The Controller reports to the CEO. The Controller partners with the Fund Development department and Program Managers to ensure proper stewardship of all grants and other revenues. The Controller provides presentations to the Board, the finance and audit committee and works closely with all team members, including the oversight of an Accounting Assistant. The Controller also provides financial operation oversight for Butte-Glenn Medical Society and North Valley Medical Association, two separate 501(c)6 non-profits and also reports to the CEO who functions as the Executive Director.

Finance and Accounting Leadership

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenditures.
- Coordinate all audit and tax activity.
- Analyze financial data and present financial reports in an accurate and timely manner; monthly, quarterly and annual financial statements; compare to actual results with a view to identify, explain and correct variances as appropriate; keep senior leadership abreast of Healthy Rural California's financial status.
- Lead annual budgeting and planning process with input from key stakeholders: Board, CEO, Program Managers.
- Prepare and present financials to the Board's audit and finance committees quarterly.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, foundation and all ACGME accredited programs.
- Manage organizational cash flow forecasting
- Work in partnership with the program leaders; continuously collaborate with program leaders to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

- Leverage strengths of Healthy Rural California's team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; promote a positive and supportive work environment.
- As funding becomes available, hire appropriate team members to fulfill functions.

Qualifications

- Mature leader with five to ten years of accounting, finance and audit experience.
- Five years of experience in a complex nonprofit that has worked with multiple programs, federal grants, healthcare and/or higher education.
- Experience gathering, evaluating, and reporting financial information to executive teams and external stakeholders
- Proven collaboration and teamwork with community stakeholders
- Proactive, hands-on strategic thinker who will own the responsibility of financial management
- Experience coordinating audit activities, including single-audit requirements
- Experience with federal grant budget development, drawdowns and financial reporting
- A track record in grants management for state, corporate and foundation grants
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.
- Personal qualities of integrity, credibility, and unwavering commitment to Healthy Rural California's mission.
- CPA and/or MBA preferred.
- Ability to work in Chico office at least 3 days/week

Please send your resume and cover letter to Kristy Bird MaKieve, CEO and GME Administrator, Healthy Rural California by email at kmakieve@healthyruralca.org.