

	<p><b>Job Description Administration</b></p>
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<b>Job Title:</b> Controller	<b>Reports To:</b> Chief Executive Officer
<b>Department:</b> Administrative	<b>Position Number:</b>
<b>FLSA:</b> Exempt <u>X</u> Non-Exempt _____	<b>Employment Type:</b> FT <u>X</u> PT _____ TEMP _____

**MISSION STATEMENT:**

Clínica Tepeyac’s (Tepeyac) Mission is to provide culturally competent health care and preventive health services for the medically underserved.

Now in its 23rd year, Tepeyac is a community health center providing integrated physical and behavioral health care to almost 5,000 individuals annually from across the Denver metro area. Clínica Tepeyac has distinguished itself as a dynamic Organization dedicated to eliminating health disparities, with a particular strength serving Latino and immigrant communities. Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treat each patient with the highest level of respect and compassion.

**JOB SUMMARY:**

To direct and oversee all the Organization’s financial activities to ensure integrity of all financial transactions, build financial sustainability, and safeguard the assets of the Organization. This includes invoicing grants and contracts, preparing monthly financial reports, coordinating benefits vendors and delivery with the HR manager, and preparing forecasts for business growth and general economic outlook. The leadership of Clínica seeks a candidate who is interested in and able to grow with the Organization. Knowledge of FQHC reimbursements is a plus.

**A. MINIMUM QUALIFICATIONS:**

- **Education:** Bachelor’s degree in Accounting or Finance, MBA and/or CPA highly desirable along with 8-10 years of financial management and nonprofit accounting experience with increasing responsibilities preferred.
- **Experience:**
  - 5-7 years of experience managing the finances of a high growth \$2 million to \$5 million Organization (preference given to nonprofit experience).
  - Experience working in the Federally Qualified Health Center (FQHC) environment desired.
  - Extensive experience leading annual audits, identifying internal control weaknesses and taking corrective action, implementing best practices, and Organizational strategic planning.

- Proficient in the use of accounting software to ensure accurate financial information; preference given for experience with Abila's MIP system.
- Knowledge collecting supporting data to facilitate the completion of a Cost Report desired.
- Experience creating and presenting financial dashboards for communication to leadership, various committees and Board of Directors.

## **B. ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **• Financial Management**

- Prepares and reviews monthly financial reports, (i.e. income statements, balance sheets, operating budgets and variances, Board Reports, department and program budgets, fixed assets).
- Oversees all accounting functions and supervises accounting staff on accounts payable, accounts receivable, cash, and payroll.
- Oversees financial forecasting and cash flow management for the Organization.
- Collaborates with program directors when developing new program to create budgets, set proposed rates, and recommend staffing patterns for these new programs.
- Drafts grant budgets in conjunction with stakeholders and the Grant Manager, reviews grant contracts, and is responsible for ensuring the invoicing and accounting on all grants and government contracts.
- Meets monthly with department directors to review departmental and program budgets, discuss grant-funded activities, and provide updates on the financial status of the Organization.
- Actively monitors changes in reimbursements programs such as Medicaid and Medicare.
- Convenes with department heads early each fall to draft the operating budget for the following year, as well as forecast budgetary needs.
- Coordinates the annual audit for the Organization and reviews the tax returns.
- Supervises investment of funds to maximize the return on capital.
- Knowledge of how to capture financial data specific to Federal and State indigent care programs such as; Primary Care Fund, CICP, etc.
- Reviews and approves all contracts with a financial component.

### **• Strategic Growth and Financial Planning**

- Ensures compliance with all financial HRSA requirements and reports all financial data through the Uniform Guidance System (UDS).
- Studies long-range economic trends and projects company prospects for future growth. Identifies opportunities for acquisitions or expansion into new program and revenue areas.
- Estimates requirements for capital, land, buildings, and staffing to enable the Organization to double the number of patients served to over 30,000 patient visits. This includes long-term budgetary planning and cost management in alignment with the Organization's strategic goals.

### **• Knowledge, Skills & Abilities**

- Knowledge of the healthcare business/administrative environment.
- Excellent verbal and written communication skills.
- Excellent analytical and Organizational skills
- Bilingual (Spanish) ability a plus.
- Must be able to analyze numbers, trends, and data and come to accurate conclusions based on the findings.

- Must be proficient in the use of Microsoft Office.
  - Must have the ability to effectively work with all Clínica Tepeyac leadership, managers and employees in addition to outside vendors.
- **Teamwork** – Contributes to building a positive team spirit; puts success of the team above their own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team setting.
  - **Customer Service** – Strong customer service skills exhibited in excellent, unbiased and culturally appropriate service to patients and the community; ability to constructively handle difficult situations.
  - **Cost and Time Consciousness** – Must know how to manage time and prioritize activities.
  - **Diversity** – Shows respect and sensitivity for cultural diversity.
  - **Ethics and Professionalism** – Treats people with respect and consideration regardless of their status or position and is accountable for their own actions.
  - **Organizational Support** – Follows policies and procedures established by Tepeyac; visible to staff, offering support and modeling service behaviors.
  - **Safety, Confidentiality and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Maintain a secure and trusting environment as required by the Health Insurance Portability and Accountability Act (HIPAA).
  - **Engagement** – Required to attend and participate in two Organizational fundraiser events per year.

**POSITION TYPE/WORK SCHEDULE:** This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clínica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clínica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following: 0 = None;            1 = less than 1/3;            2 = 1/3 to 2/3;            and 3 = more than 2/3			
<p><b>PHYSICAL:</b>  <b>1</b> Lifting &lt; 10 lbs. - Light  <b>1</b> Lifting 10 - 20 lbs. - Light-Med  <b>0</b> Lifting 21 – 40 lbs. - Medium  <b>0</b> Lifting 41 – 80 lbs.- Med Heavy  <b>0</b> Lifting 81 – 120 lbs. - Heavy  <b>0</b> Lifting &gt; 120 lbs. – Very Heavy  <b>0</b> Pushing/Pulling &lt; 20lbs  <b>0</b> Push/Pull 20 – 50 lbs.                       Other: Describe:</p>	<p><b>ACTIVITIES:</b>  <b>2</b> Sitting  <b>2</b> Standing  <b>1</b> Bending  <b>0</b> Kneeling  <b>0</b> Squatting  <b>1</b> Walking (Distance)  <b>2</b> Climbing (Steps, etc.)  <b>1</b> Reaching (overhead, extensive, repetitive)</p>	<p><b>MENTAL/SENSORY:</b>  <b>3</b> Strong Recall  <b>3</b> Reasoning  <b>3</b> Problem Solving  <b>3</b> Hearing  <b>3</b> Seeing/Sight  <b>3</b> Talk/Speak Clearly  <b>3</b> Write legibly  <b>3</b> Reading  <b>3</b> Concentration  <b>3</b> Logical Thinking</p>	<p><b>EMOTIONAL:</b>  <b>3</b> Fast pace environment  <b>2</b> Steady pace  <b>3</b> Able to handle multiple priorities  <b>2</b> Frequent &amp; intense customer interactions  <b>3</b> Able to adapt to frequent change  <b>3</b> Works under deadlines  <b>3</b> Process complex info  <b>3</b> Works as part of a team</p>

**ENVIRONMENTAL REQUIREMENTS:**

Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following: 0 = None;            1 = less than 1/3;            2 = 1/3 to 2/3;            and 3 = more than 2/3		
<p><b>0</b> Blood and body fluids  <b>0</b> Biohazards (e.g., bacteria, funguses, viruses)  <b>0</b> Radiation (ionizing, laser, microwave)  <b>0</b> Toxins, cytotoxins, poisonous substances  <b>0</b> Chemicals  <b>0</b> Hazardous materials other than blood and body fluids  <b>1</b> Communicable disease  <b>1</b> Combative situations</p>	<p><b>1</b> Working Outdoors  <b>0</b> Hot, cold, wet surroundings  <b>0</b> Dust, fumes, gases, mist, powders  <b>0</b> Loud or unpleasant noises  <b>0</b> Electrical hazards  <b>0</b> Grease and oil  <b>0</b> Vibration  <b>0</b> Heights  <b>0</b> Moving mechanical parts  <b>0</b> Wear protective clothing/equipment  <b>0</b> Use hand or power tools  <b>0</b> Operate vehicles/machinery</p>	<p><b>DAILY ACTIVITIES?</b>  <b>3</b> Continuous keyboard use &gt;2 hrs or intermittent keyboard use &gt; 4 hrs  <b>0</b> Performance of same motion/ motion pattern every few seconds greater than 2 hours at a time  <b>0</b> Vibrating or impact tools/ equipment greater than a total of 2 hrs  <b>0</b> Forceful hand exertions greater than a total of 2 hours</p>

This position description has been reviewed with me and I fully understand and agree to the above.

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Employee Signature

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Date