



JOB DESCRIPTION: CONTROLLER

CommonHealth ACTION and the Institute for Public Health Innovation are currently seeking an experienced, proven and hands-on Controller to oversee and be responsible for all financial activities, including day-to-day accounting practices, management and reporting, budget, general accounting, billing, grants financial management, adherence to Federal/State Regulations, and ensuring annual audits and the annual Form 990 are completed in accordance with OMB Circular A-133, GAAP, and other applicable regulatory standards. The Controller will provide counsel and support to the Presidents and CEOs for both organizations, as well as the Board of Directors, including Audit and Finance Committees on all financial, budget and audit matters. The Controller will establish, develop and maintain internal controls and new financial processing systems.

CommonHealth ACTION (CHA) is a national public health organization that aligns people, strategies, and resources to create community-generated solutions to health and policy challenges.

The Institute for Public Health Innovation (IPHI), which was founded in 2009 with a focus on Maryland, Virginia, and the District of Columbia, provides leadership at the intersections of health by working across disciplines and sectors to develop, support, implement, and evaluate creative strategies to improve the public's health.

CHA and IPHi seek to share a versatile, proven Controller with experience working with nonprofit accounting and grants management challenges. Competitive candidates will offer experience and skills related to: financial reporting, cash and finance management, budget processes, and forecasting and monitoring; providing internal finance systems training to budget managers; month-end and year-end closing; complete financial reporting and directing finance and accounting departments, to include hiring and training of staff as needed.

GENERAL RESPONSIBILITIES

The Controller plays a central role in the development, maintenance, direction and oversight of CHA and IPHi finance and accounting activities. The Controller works independently and collaboratively with staff, the Presidents and Board members. She/he has the primary responsibility for the efficient processing of accounts receivables and payables that support Washington, DC, Mississippi, and Virginia offices. Other responsibilities include: maintaining the general ledger(s), monitoring and supervising the processing of accounts payable and receivable, preparation of accounts and billing, preparation of grant and contract financial reports, monthly payroll processing, and audit preparation and implementation.

The Controller position requires excellent attention to detail, problem-solving skills, communication, organizational, and computer skills, as well as the ability to exercise professional discretion and discernment, independent judgment, and business acumen. Without exception, the Controller position requires a proven track record of trustworthiness, personal accountability, and exceptional ethics. In addition, the Controller should have knowledge of contracting, negotiating and GAAP and have mastery of QuickBooks and Excel.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Documents and implements an internal control system that continuously monitors critical areas of financial control, identifies problems and implements corrective action.

- Ensures annual audits are performed in accordance with OMB Circular A-133, GAAP, and/or other applicable regulatory standards.
- Process or supervise the processing of all accounts payable and receivable transactions, billings and cash receipts in a paperless work environment.
- Maintain daily cash schedule and assist with cash flow forecasting.
- Ensure preparation of bank account reconciliations and general ledger account analyses and reconciliations.
- Process monthly payroll and maintain payroll records in relationship with ADP
- Prepare and disseminate monthly reports to Program Directors, Senior Managers and Program Managers.
- Serve as Resource Advisor to Part-time or Full-time Staff Accountant.
- Ensure accurate management of grant, project and tax reporting matters.
- When necessary, represent CHA and IPHi at auditor meetings.
- Prepare and submit government filings and reports (including working with the audit firm that prepares Form 990) and state filings.
- Coordinate the annual budget process and track actual performance against the annual budgets. Provide regular feedback and direction to senior staff, and program managers regarding budgetary status.
- Manage relationships with external entities including banks, investment advisors, licensing and accrediting organizations, state charity registration, and insurance carriers.
- Develops and implements an effective billing system that assures that all services are billed correctly, and include proper documentation, and minimizes the time necessary to collect payments.
- Develops and implements a continuous financial training program for staff at all levels of the organization, and measures the impact of that training in terms of improvements and compliance.
- Reviews and approves all contracts that have a financial impact on the organization and assures that management is well-aware of the financial implications of entering into those contracts.
- Provides financial input to the organization's strategic planning process, assuring that a long-range financial plan is part of the strategic plan, and that the plan is updated at least annually.
- Excellent verbal and written communication skills. Enjoy mentoring executive and management team colleagues on financial and compliance matters. Interpersonal communication skills (verbal and written) are critical to this position.
- Must have the highest integrity, be diplomatic, analytical, and possess sound judgment.

EMPLOYMENT STANDARDS & CONDITIONS

EDUCATION AND EXPERIENCE: Master's degree (preferred) from an accredited university in finance, business administration, or accounting required with a minimum of 10 years of progressive professional accounting experience. CPA strongly preferred, although an MBA may be considered. Candidates should have a minimum of 4 years' experience as controller with a nonprofit that had annual revenues of at least \$4,000,000. Proof of license, and/or degree required.

- A strong understanding of finance and accounting practice, with grants management experience.
- Mastery of finance, accounting, budgeting, and cost control principles including thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting.
- Annual budget and audit preparation
- Work as Controller or Chief Financial Officer with oversight and future focus.
- Projects professionalism in all communications
- Demonstrates strong interpersonal skills and an ability to work well with a diversity of people
- Values high-quality work products,
- Strong work ethic and financial aptitude.
- Essential computer skills and expert software knowledge of QuickBooks, Adobe, MS Excel, MS Word, MS Access, MS Publisher and MS Outlook; with knowledge of ADP and Clicktime platforms a plus.
- Demonstrated leadership qualities and ability and skills to succeed in a teamwork environment.
- Experience in determining project feasibility and costing of services.

- Proficiency in clearly communicating information about finances and accounting issues to non-accountants and individuals with varying levels of financial expertise
- A minimum of ten years of progressively responsible executive level experience that includes budgeting, financial forecasting, planning, organizing and managing multiple financial activities ideally with experience in a nonprofit environment
- Significant experience with allocations of shared costs; familiarity with US Government negotiated indirect rates and methodologies a plus
- Previous relationships with foundation donors are highly desirable.
- Strong quantitative analysis capabilities, with the ability to read, analyze, interpret and explain complex financial data.
- Familiarity with specialized nonprofit industry accounting practices, reporting requirements and procedures.
- Acumen in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.

HIRING SALARY RANGE- up to **\$100,000 annually** (Salary is contingent upon available funding), and is commensurate with experience and qualifications. CHA/IPHi also offers a competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions (403B). Please note that we will not offer or negotiate an initial salary above the range listed for this position. In the interest of time, we ask that all candidates consider this carefully before applying.

RELOCATION: Relocation costs are available up to 3k for candidates relocating from outside of the DC/Baltimore Metropolitan areas.

JOB LOCATION: The position is based in the Washington Metropolitan area and requires the employee to work at the CommonHealth ACTION/IPHi office.

ESTIMATED START DATE: August 1, 2014

TRAVEL: Domestic travel is not required for this full-time position.

RESOURCE RELATIONSHIP: President(s) of CHA and IPHi serve as resource person for the Controller.

POINT OF CONTACT: Human Resources

HOW TO APPLY: Please submit a resume/CV and salary requirements to: hr@commonhealthaction.org. Please place "Controller" in the subject line of the email when applying. Criminal Background, Reference, and Credit checks are required for consideration in the final rounds of the interview process.

NO PHONE CALLS PLEASE. Due to the large number of applicants, only successful candidates will be contacted.

Previous Candidates need not apply.

CommonHealth ACTION and the Institute for Public Health Innovation value a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, and partners. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA and IPHi look to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.