**TITLE: Controller STATUS:** EXEMPT, FULL TIME

**REPORTING TO**: **CEO**

Community Health Partnership (CHP) was formed in 1992 by local healthcare leaders to foster a collaborative approach to addressing health care issues. We exist to improve the health of the Pikes Peak region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health.

The Controller will be part of the senior leadership team at CHP. The Controller is responsible for overseeing day-to-day financial and business operations including accounting, budget development, financial analysis, human resources, office management, and information technology. This position reports to the Chief Executive Officer.

**Essential Duties & Responsibilities:**

*Controller*

* Prepare and/or review all financial reports, including income statements, balance sheets, Board and Finance Committee reports, tax returns, payroll reports, and reports for government regulatory agencies.
* Develop annual budget in response to the company's business plan and monitor performance of the company and departments against the budget; identify significant variances for corrective action; establish schedules; collect, analyze, and consolidate financial data; and recommend plans.
* Provide timely and accurate analysis of budgets, financial reports, proposed projects/programs, and financial trends.
* Guide organizational financial decisions by establishing, monitoring, and enforcing policies and procedures and provide status of financial condition by collecting, interpreting, and reporting financial data.
* Manage financial record keeping of multiple federal, state and local grants.
* Oversee all day-to-day accounting functions, including purchasing, cash receipts, disbursements, and payroll.
* Manage investment of funds in accordance with the organization’s Board and Finance Committee guidelines.
* Serve as primary contact with external auditors for coordinating field work and providing required documentation.
* Develop appropriate procedures and forms to ensure adequate internal controls over accounting functions and GAAP compliance.

*Business Operations*

* Work closely with senior management to develop a business plan for the organization, including exploring new ideas and preparing recommendations for business development.
* Ensure operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques.
* Oversee information technology for CHP, including phones, computer security and direct contact with outsourced IT vendors.
* Provide input toward strategic direction of CHP.
* Oversee the human resources department, including managing the process for recruiting, hiring, and terminating staff.
* Oversee the selection and administration of the employee benefits package to keep it current, cost effective, and useful as a productivity, recruiting and retention tool.
* Oversee 401k plan including annual compliance testing and Form 5500 preparation.
* Keep up-to-date by attending training and interfacing with business partners on financial security, HR trends, and information technology.
* Oversee policies and procedures for the organization.
* Manage staff to support controller and business operations responsibilities.
* Other duties as assigned.

**Knowledge, Skills and Abilities:**

* Ability to work independently with good judgment and discretion.
* Knowledge of current accounting industry practices and generally accepted accounting principles.
* Excellent analytical skills, good judgment and strong operational focus.
* Ability to organize, prioritize and disseminate information while working with deadlines.
* Excellent problem analysis and resolution skills; balance of attention to detail and overall strategic vision.
* Proven ability to communicate effectively, both verbally and in writing, with all levels of an organization.
* Ability to supervise and motivate employees and function effectively within a team.
* Computer literate. Experience with accounting software (Sage preferred), Microsoft Outlook, Word, Excel and PowerPoint. Advanced skills in Excel preferred.

**Minimum Qualifications:**

* Bachelor’s degree in business, preferably with a concentration in accounting or finance.
* Current CPA/MBA preferred.
* Minimum five years’ financial/accounting management experience required; non-profit experience preferred.
* Experience managing federal, state, and local grants preferred.
* A background check will be required prior to start of employment.

**Essential Job Functions Employee Must Be Able to Perform**

* Must be able to remain in a stationary position 50% of the time.
* The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
* Using a computer and associated peripherals up to eight hours a day (keyboard, mouse, monitors, etc.).
* Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
* Accessing and maintaining security of Personal Health Information (PHI).

**Benefits:**

* We offer a very competitive benefits package, which includes: Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Accident Insurance, Employee Assistance Program, 401k, and PTO.

**Application Process**

* Interested candidates should submit a resume and cover letter by August 2, 2019 to hr@ppchp.org.

**CHP IS AN EQUAL OPPORTUNITY EMPLOYER**