

Controller

September 2019

FOR CONSIDERATION BY:

CONFIDENTIAL CLIENT

PREPARED BY:

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VIP



ROLE:

COMPANY BACKGROUND		
Company Name: Confidential	Division: Accounting	Department: Finance
Job Title: Controller	Reporting to: Finance Director	Subordinates: AP (2), AR (2), Payroll (1)
BACKGROUND REQUIREMENT		
Years of Experience: 3-5 years of accounting department supervisory experience	Education: Master's in accounting or finance preferred	Industry Experience: Healthcare
Software: Microsoft Dynamics SL	Minimum Skills / Mandatory Skills / Experience Needed for Hire: <ul style="list-style-type: none"> • Minimum 3-5 years of progressively responsible experience in Finance and supervising personnel. • Certified Public Accountant or Certified Management Accountant • Experience with financial reporting, analysis, planning and budgeting. • Proficient in GAAP. • Proficient with accounting software, MS Office, Excel, PowerPoint, Word. • Demonstrated experience with internal controls. • Must have the ability to communicate effectively with all levels of personnel and to represent the organization publicly. • Ability to work both independently and as part of a team required. • Ability to cope with high levels of stress and able to handle a heavy workload • Ability to meet assigned deadlines. 	

ROADMAP:

JOB DESCRIPTION

Job Description:

- The controller position is accountable for the accounting operations, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results while ensuring all reported results comply with generally accepted accounting principles.

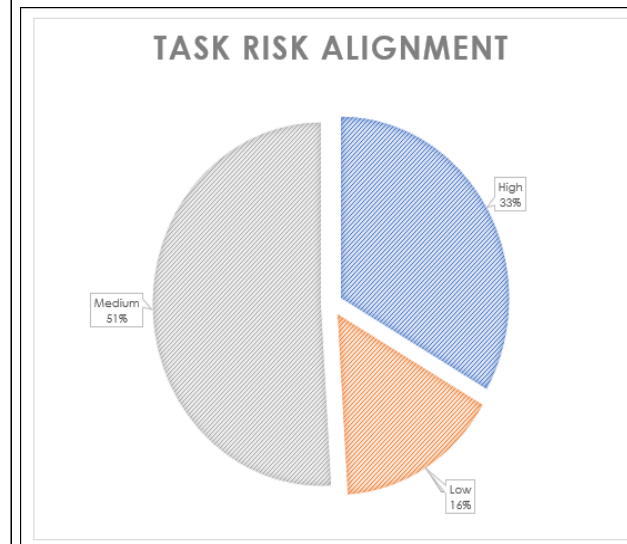
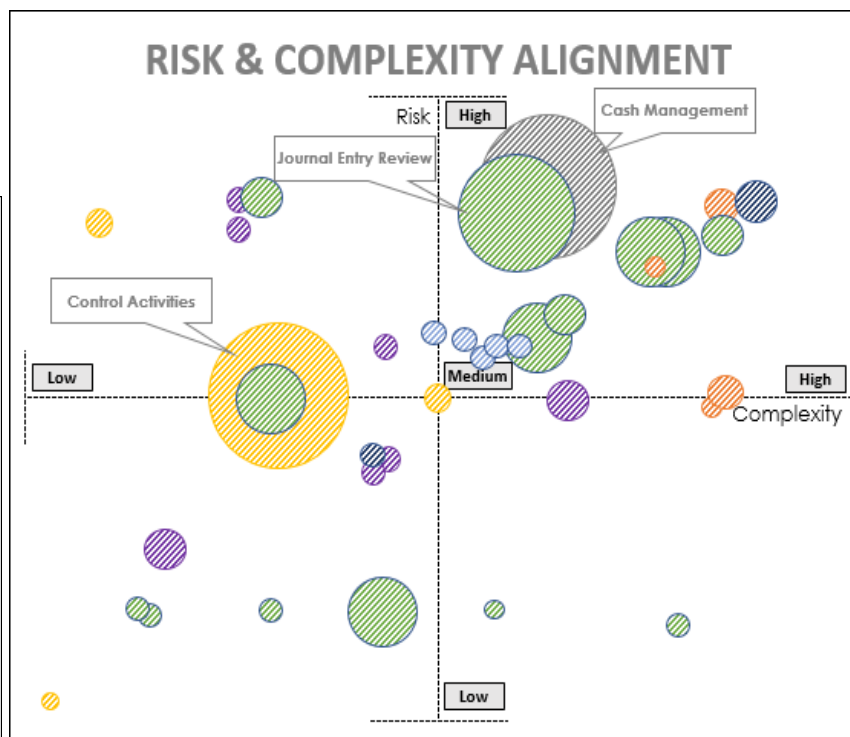
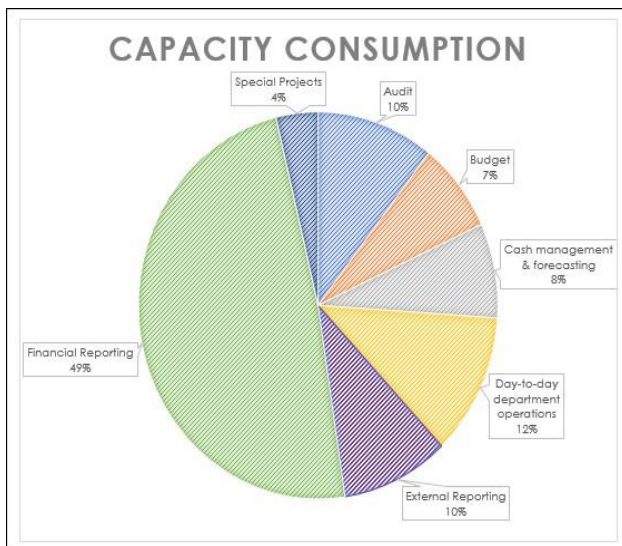
Brief Description of Role's Goals & Objectives:

- Manage the accounting department personnel
- Deliver accurate and on-time reporting to internal and external parties
- Manage timely completion of financial statement and regulatory audits
- Maintain a documented system of accounting policies, procedures and reconciliations.
- Prepare annual budget and advise on risk on-going risks/opportunities to the budget.
- Maintain active and repeatable cash management procedures

Other:

- This employee will have access to sensitive corporate material and is required to use discretion with this information and comply with the company's confidentiality policy.

ANALYSIS:



- Almost 50% of this role is consumed by financial reporting activities
- 60% of the role is consumed by medium and low risk activities
- There is an opportunity to re-allocate responsibilities throughout the department to better utilize the capabilities of this employee
- The highest concentration of risk / complexity and capacity are in control activities, journal entry review and cash management.

TASKING:

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION	ANNUAL HOURS CONSUMED	RISK LEVEL	FREQUENCY	CONTROL
Day-to-Day Department Operations	Internal Controls	Maintain matrix of internal controls and assess risk alignment of control activities	8%	Medium	Daily	Yes
	General Accounting	Maintain listing of accounting policies and assess alignment for financial reporting objectives	2%	Medium	Daily	No
		Evaluate process exceptions and provide resolutions	2%	High	Daily	No
		Open/close accounts add account segments as needed to facilitate operations, management and financial reporting	1%	Low	As Needed	Yes
Cash Management & Forecasting	Disbursements Monitoring	Ensure sufficient cash position to clear outstanding disbursements	8%	High	Weekly	Yes
Financial Reporting	Close	Create, maintain and monitor close procedures to ensure accurate and timely monthly reporting	3%	High	Monthly	Yes
	Reconciliation	Prepare monthly investment account reconciliation	2%	Low	Monthly	Yes
		Prepare the monthly bank reconciliations	2%	High	Monthly	Yes
		Prepare the monthly fixed assets reconciliations	2%	Low	Monthly	Yes
		Prepare the monthly prepaid insurance reconciliations	2%	Low	Monthly	Yes
		Prepare the monthly medical supplies reconciliations	2%	Low	Monthly	Yes
Prepare the monthly credit card reconciliations	6%	High	Monthly	Yes		

TASKING:

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION	ANNUAL HOURS CONSUMED	RISK LEVEL	FREQUENCY	CONTROL
Financial Reporting	Close	Review and approve all journal entries	6%	High	Monthly	Yes
		Create, maintain and monitor account reconciliation tracking template to ensure accurate and timely completion	5%	Medium	Monthly	No
		Review and approve balance sheet reconciliations	5%	High	Monthly	Yes
	Financial Statement Preparation	Prepare and review monthly Income Statement	5%	High	Monthly	Yes
		Prepare and review monthly Balance Sheet	5%	High	Monthly	Yes
	Management reporting package preparation	Prepare monthly reporting package upon completion of all close procedures	3%	High	Monthly	No
	Financial statement analytical review	Perform financial statement analytical review of balance sheet and expense activity for Finance Director	2%	High	Quarterly	Yes
	Stale item write-offs	Evaluate and monitor aged balances (prior to one year)	1%	Low	Quarterly	Yes
Special Projects	Ad-hoc analyses	To support strategic initiatives, such as system RFPs, management and/or BOD requests	1%	Med/High	As Requested	No
	Annual insurance renewal	Accumulate and review data requested by insurance broker for annual insurance premium true-up and renewal	1%	Medium	Most Oct/Nov	Yes

TASKING:

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION	ANNUAL HOURS CONSUMED	RISK LEVEL	FREQUENCY	CONTROL
Budget	Variance analysis and reporting	Identify business trends and recommend action plans to address risks and opportunities	3%	Medium	Quarterly	No
	Ad-hoc forecast analysis	Support cap-ex spend decisions	1%	Medium	Ad Hoc	No
	Ad-hoc forecast analysis	Support changes in price levels and contract negotiations	1%	Medium	Ad Hoc	No
	Annual budget preparation	Accumulate, review and load budget related items into MS Dynamics SL	3%	High	Annually	Yes
Special Projects	Ad-hoc analyses	Support strategic initiatives, such as system RFPs, management and/or BOD requests	1%	Med/High	As Requested	No
	Annual insurance renewal	Accumulate and review data requested by insurance broker for annual insurance premium true-up and renewal	1%	Medium	Most Oct/Nov	Yes
External Reporting	Payroll tax filings	Review and approve payroll tax filings	1%	Medium	As Required	Yes
	Payroll tax tie-out	Review, approve and verify quarterly payroll tax filings are completed	1%	Medium	Quarterly	Yes
	Tax Filings - Form 990	Gather and review PBC's, forward to tax preparation firm	3%	High	Annually	No
	Federal, State, Local reporting	Review and approve requested reporting items	1%	High	As Required	Yes
	Annual Medicare cost report prep	Detailed review of all Medicare cost components and supporting schedules	1%	High	Annually	Yes
	1099/W2 filings	Mail out Form 1099's to vendors, W2's to employees and file both with the IRS	3%	High	Annually	No
	Census Reporting	Complete government census reports within requested period	1%	Medium	As Requested	No

TASKING:

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION	ANNUAL HOURS CONSUMED	RISK LEVEL	FREQUENCY	CONTROL
Audit	Financial statement	Coordinate the preparation of financial statements for audit	2%	High	Annually	No
	Work Flow	Assign monitor and maintain audit "Prepared by Client" (PBC) tasking	2%	High	Annually	Yes
	401-K	Coordinate deliverables and review ofPBCs	2%	High	Annually	Yes
	Workers Comp	Coordinate deliverables and review ofPBCs	2%	High	Annually	Yes
	Internal Audit	Coordinate deliverables and review ofPBCs	2%	High	According to Cycle	Yes