

Controller

Job Summary:

The ideal candidate will have extensive experience in the healthcare arena preferably in a behavioral health care setting. Effectively manages all agency financial management processes including payroll, accounts payable, billing, accounts receivable, and third-party payor reimbursements. Develops and monitors policies and procedures within generally accepted accounting principles and agency guidelines to ensure sufficient cash flow, reduced operating costs, and increased revenues. Proactive in identifying problems and developing effective solutions. Creates and operationalizes both short and long-term plans of the agency. Collaborates with CFO and Executive Leadership Team to plan and formulate the annual agency budget. Serves as a consultant to clinical leaders regarding program budgeting and financial productivity measures. Responsible for monthly preparation and communication of the monthly reporting package. Position reports to the CFO.

Job Responsibilities

General Accounting: general ledger, accounts payable, payroll, monthly/yearly close, financial reporting, cash management, operating budget preparation.

Business Office Operations: monitor and control accounts receivables, ensuring cash collection goals are met and net revenue is properly stated. Utilization Management Review and Managed Care Negotiations and Contracting.

Minimum Qualifications:

Requires a bachelor's degree in Accounting and 7-10 years of experience managing the finances of a non-profit or healthcare organization. Preference will be given to candidates with a certification as a Certified Public Accountant (CPA). Ensures compliance with all relevant county, state and federal regulations and laws related to billing, collections, and financial audits. Extensive experience in dashboard and financial reporting. Must be a proven leader who is able to influence people and decisions across multiple functions and areas of expertise.

Pre-employment drug screening may be required. Selected applicant will be subject of an FBI Criminal History Record Check, and the applicant has the right to challenge the contents of their Criminal History Record Information, should they choose to do so. This employer participates in E-Verify.

For more information visit www.dekcsb.org/careers

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