

Position Title: Controller
Reports To: Chief Finance Officer
Division: Shared Services
Department: Finance
Classification: Exempt
Revision Date: January 14, 2019

Position Summary:

Equality Health is an Arizona-based population healthcare company focused on improving care delivery for underserved populations through culturally-sensitive programs that improve access, quality, and patient trust. Our mission is to ensure diverse populations receive quality healthcare that improves and enriches their lives. We have developed our product portfolio around centralized technology, services and network designs intended to organize a better healthcare delivery system for cultures that have struggle with integrating into the tradition one-size-fits-all U.S. healthcare system.

The Controller is primarily responsible for the oversight and management of core accounting functions including invoicing and A/R collections, A/P and cost controls, fixed asset management, payroll, P&L and cash forecasting, operating metrics and dashboards, and internal controls establishment and enforcement.

This individual partners with our Leadership teams to provide strategic and tactical finance-based decision support for focused operational and financial analysis, timely performance reporting against metrics, and thorough revenue and expense analysis while ensuring the highest level of integrity and accuracy.

Responsibilities:

- Develop and manage standardization and automation of accounting practices, procedures, and controls and ensure that adequate accounting records are maintained for all assets, liabilities, and transactions
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data
- Coordinate financial audits and reviews, overhead audits, contract and compliance audits facilitate audit processes which conserve and leverage Equality Health's financial resources
- Assist in formulating finance strategies, policies, standards, and controls related to finance and financial risk and cash management
- Prepare reports that summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and future projected operations; prepare monthly financial statements and annual budgets
- Oversee the activities of finance and accounting operations including, but not limited to, accounts payable, purchase orders, petty cash, employee expense reports, cash control, payroll processing and payroll tax compliance
- Oversee business licensing, registrations, and operational adjustments due to tax code revisions
- Facilitate the preparation of corporate tax returns and filing



- Promote effective communications including continuous process improvement and team-building to improve interpersonal relationships.
- Participate in a wide variety of special projects and compile a variety of special reports

Required Knowledge, Education & Experience:

- Bachelor's degree in Accounting, Finance, or a directly related field of study
- Minimum ten (10) years of relevant work experience in a leadership capacity; experience should include responsibilities within the healthcare or healthcare technology industry
- Demonstrated success and technical capacity with financial management
- Demonstrated leadership ability and skills in critical thinking, strategic planning, analysis and systems thinking
- Experience managing accounting applications on network platforms
- Proficiency with Microsoft Office applications and web-based technologies; superior Excel skills

Highly Preferred Skills, Abilities & Qualifications:

- CPA certification
- Excellent verbal, written and interpersonal communication skills
- Successful record of managing multiple projects with demonstrated ability to work independently in rapidly-changing environments
- Strong problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Able to convey complex or technical information in a manner that others can understand and understand and interpret complex information from others