



POSITION: Controller

FLSA CLASSIFICATION: Exempt

STATUS: Full Time

NORMAL WORKING HOURS/DAYS: M-F 9am to 5pm
(Nights or weekends may be required during month, quarter or year-end)

Position Summary Statement:

Reporting to the Chief Financial Officer (CFO), the Controller will play a critical role in accurate and timely reporting for The Arc Prince George's County (ARC). The Controller will contribute to the growth of the Arc through maximizing DDA billing and related procedures. The Controller will implement and follow the Arc's financial policies and direction while also being an active participant in the organization's overall strategy. The Controller will be an integral part of the DDA billing, financial administration, accounting, and budgeting activities.

Qualifications:

- Bachelor's degree in business administration or related field required; CPA/CMA and MBA would be a plus
- Experience with DDA, Medicaid funding and housing related funds required
- Minimum of four years of broad professional financial experience (managing accounting, budgeting, control, and reporting), ideally beginning in audit, followed by experience gathering and evaluating financial information
- Strong knowledge and understanding of GAAP accounting principles
- Collaborative and flexible style, with a strong service mentality. Needs to be a team player who is committed to lifelong learning
- Hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment
- Ability to work autonomously, in ambiguous situations with little direction, running toward problems without being asked; solutions oriented
- Demonstrated and proven ability to build relationships effecting organizational change, including in situations where there is an indirect management relationship
- Ability to remain flexible, calm under pressure and adaptive to change as priorities shift, being a model and resource for staff
- Excellent oral and written communications; strong interpersonal skills with the ability to manage positive communication in difficult situations and the ability to provide candid/constructive feedback
- Proficiency in MS Word, Excel, Outlook, and financial/accounting systems (Intacct would be ideal). An understanding of DDA billing software (LTSS) would be ideal, but not required

Position Responsibilities:

- Guide the revenue cycle team in all respects, but particularly in DDA billing. Develop more efficient procedures and work toward more profitable billing procedures. Develop and maintain written policies and procedures for the billing process
- Active participant in the long-term budgetary planning and cost management in alignment with The Arc's strategic plan
- Work with managers and directors to assist them in reading and understanding the monthly financial statements. Suggest alternative strategies where appropriate with the CFO and directors

- Support the Revenue Team to manage the day-to-day accounting functions of the organization - Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles
- Active participant in the preparation and filing of all local, state, and federal tax returns
- Work with the CFO on the preparation and filing of all local, state, and federal tax returns
- Active role in the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state, and other required supplementary schedules and information

Supervision: This position will supervise the billing staff members

Mental, Physical, and Visual Demands

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Ability to drive is a requirement of the position.

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with the community stakeholders including elected and appointed officials, staff, people served, the public and others encountered in the course of work.

Working Conditions

Normal office environment. Must be familiar with basic office equipment (e.g. computer, facsimile, copier, postage machines, etc.)

Comments:

This position description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. This is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions or duties may be assigned and management retains the right to add to, or change the duties of this position at any time.

Incumbent's Signature

Print Name

Date