

## JOB DESCRIPTION

<b>Title:</b> Controller	<b>Division/Department:</b>
<b>Department:</b> Business Office	<b>FLSA (Fair Labor Standard Act)Status:</b> Exempt
<b>Reports To:</b> Executive Director	<b>Employment Status:</b> Full-time

### **SUMMARY**

#### **PRIMARY RESPONSIBILITIES**

Ensure proper processing of semi-monthly payroll through payroll processing system.

Ensure proper entry of new employees into payroll, benefit plans and other business systems.

Ensure proper processing of terminating employees in payroll and benefit plans.

Prepare for various audits as they occur – Dept. of Labor, IRS and MN Dept. of Economic Security.

Keep up to date on personnel rules and regulations by publications, conferences, etc.

ERISA rights

#### **Supervisor Duties**

Supervise twelve office personnel

Employee performance evaluations yearly

Employee performance improvement plans as needed

Training/orientation for new employees or assign other staff for training

Interview/selection of new staff

Prepare schedule of coverage for breaks, files, faxes and lunch coverage.

Maintain job descriptions and update as needed.

#### **Administrative/Accounting Duties**

Oversee SCHRC annual audit by SCHRC auditors

Oversee other audits as they occur – funding entities, etc.

Oversee proper allocation of Revenues and Expenses and recording of same

Oversee Grant management including accurate financial data for applications, reports and audits

Oversee HIPAA compliance and regulations

Oversee banking relationships and regular reconciliation of statements with General Ledger

Oversee proper recording and allocation of investment earnings

Oversee updating of fees in schedules and invoicing system as they are changed and advise staff

Oversee budgeting, invoicing and reporting for Minnesota Prairie County Alliance

Oversee preparation of financial reports for SCHRC board

Transfer funds from savings and checking account as needed to maintain cash flow

Review medical assistance and insurance updates and bulletins and policy changes and implement changes as needed.

Review Community Mental Health Reporting System changes and keep up date on changes needed and ensure proper preparation and distribution of any required reporting

Send in copies of case management county contracts to the state for yearly billing approval for case management and targeted case management.

Ensure proper functioning of intake, medical records and front desk operations

Ensure proper billing for staff embedded within MN Prairie

Generate reports as requested by the Executive Director

Ensure proper creation and filing of 1099's

Maintain all accounts accurately in the General Ledger

Update/add activity codes and procedure codes as needed

Generate monthly and yearly income and expenses reports on a cash basis and accrual basis for Executive Director

Generate and review General Ledger trial balance each month and address corrections needed.  
Generate monthly financial statements

Generate Accounts Receivable Aging and Accounts Receivable Payments and Discounts each month

Ensure distribution of SCHRC Board meeting agenda and minutes with attachments to board members, and MN Prairie each month

Review monthly payables for corrections before generating payable report for SCHRC Board approval of disbursements

Ensure preparation of Medicare Credit Balance Report Quarterly and Medicare Part A yearly report

Send out monthly program bills to payors for reimbursement

Ensure updating of phone extension list and distribution to staff

Regularly update SCHRC staff list with credentials and programs and distribute to staff

Review program budgets each year with executive director and enter into accounting system

### **SECONDARY RESPONSIBILITIES**

Performs miscellaneous projects and completes various tasks as requested by management

### **JOB SPECIFICATIONS**

#### **Education, Experience and Credentials**

- A minimum of a Bachelor's Degree in accounting, finance or business administrative from an accredited university/college or equivalent education and/or experience.

#### **Level of Access for Electronic Protected Health Information**

- Strong verbal, written, organizational and interpersonal skills required
- Strong accounting skills and knowledge of GAAP required
- Computer competence required
- Knowledge of Intacct Accounting Software desired

#### **Knowledge, Skills and Abilities**

### **PHYSICAL REQUIREMENTS**

Incumbent, with or without a reasonable accommodation, must be able to effectively:

- Communicate and exchange information by telephone and in person with individuals inside and out of the facility.
- Must be able to remain in a stationary position for extended periods of time.
- Constantly operate a computer, calculator, copy machine and other productivity machinery including printers and postage machine.

- Ability to detect, determine, perceive, identify, recognize, observe, estimate and assess schedules and information.
- Must be able to move around the office area repeatedly throughout the day.

**TOOLS AND EQUIPMENT USED**

Incumbent, with or without a reasonable accommodation, must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, credit card machine and other office equipment.

**WORK ENVIRONMENT**

Duties are performed indoors in an office setting.

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Employee Signature

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Date

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Supervisor Signature

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Date