Position: Controller
Reports to: CEO
Supervises: Finance Manager, Billing Manager
Position Hours: Full time
Start Date: May, 2022 (Position Closes 5/15/2022)

ORGANIZATION
Founded in 1989, Maria Droste Counseling Center's mission is to provide mental health care to all by removing any barriers that may interfere with those services, including the ability to pay. We are committed to serving others with enthusiasm, empathy and humility as we assist in creating a place of peace, love and harmony within others, ourselves and our community. We embrace and honor diversity in all its forms. The organization utilizes a unique operating structure which leverages the clinical and supervisory skills of 25 licensed therapists in The Therapist Group. This group of dedicated therapists contributes a substantial amount of time (in-kind) each year to agency programs including the training and supervision of an internship class of approximately 25 master's level students in mental health training programs. Therapists in The Therapist Group are not employees of Maria Droste but are key stakeholders in that their contributions support the operation of agency programs. Agency Revenues: $2,400,000 plus in-kind resources of $1,000,000 million. For more information, please visit www.MariaDroste.org

POSITION OVERVIEW: To direct and oversee all the organization's financial activities to ensure integrity of all financial transactions, build financial sustainability, and safeguard the assets of the organization. This includes supervision of one part-time insurance biller, one full-time finance manager, and vendors, as applicable. Additional responsibilities include invoicing a high volume of grants and contracts, preparing all financial and monthly reports, coordinating benefits vendors and delivery, and forecasting for business growth and general economic outlook. Ability to work on the Board Finance committee and with the full Board as well. The leadership of Maria Droste Counseling Center seeks a candidate who is interested in and able to grow with the organization and serve in this executive team leadership position.

MINIMUM QUALIFICATIONS:

- Bachelor degree required with a preference for a major/emphasis in Accounting, Business and/or Finance.
- CPA designation or advanced degree preferred along with 5-7 years of financial management and nonprofit accounting experience with increasing responsibilities.
- 3-5 years of experience managing the finances of a high growth $2 million+ organization (preference given to nonprofit experience).
● Extensive experience leading annual audits, identifying internal control weaknesses and taking corrective action, implementing best practices, and organizational strategic planning.

● Proficient in the use of accounting software (i.e. Quickbooks) to ensure accurate financial information;

● Experience in a healthcare related industry with billing structure;

● Experience with human resources benefits, policies and laws.

KNOWLEDGE, SKILLS & ABILITIES:

● A hands-on manager with integrity and a desire to work in a mission-driven environment.

● A collaborative and flexible style with a strong commitment to developing team members.

● A team player committed to our values of learning, community, and service; lifelong learning, applying best practices, and piloting innovations

● Knowledge of the healthcare business/administrative environment.

● Excellent verbal and written communication skills.

● Excellent analytical and organizational skills

DUTIES & RESPONSIBILITIES:

● Financial Management
  ○ Prepares and reviews monthly all financial reports, (i.e. income statements, balance sheets, operating budget and variances, Board reports, department and program budget, fixed assets).
  ○ Oversees financial forecasting, and cash flow for administration, clinical operations and existing programs.
  ○ Maintains a daily cash flow analysis and management to avoid use of the line of credit
  ○ Drafts grant budgets, reviews grant contracts, and is responsible for the invoicing and accounting on all grants and government contracts.
  ○ Works closely with development staff to report and reconcile financial donations.
  ○ Supervises investment of funds (endowment, banking relationships) to maximize the return on capital.

● Operational Management
  ○ Collaborates with program directors when developing new programs to create budgets, set proposed rates, and recommend staffing patterns for these new programs.
  ○ Meets monthly with department directors to review departmental and program budgets, discuss grant-funded activities, and provide updates on the financial status of the organization.
  ○ Coordinates regular financial dashboards for operational oversight by department leads and executive leadership.
  ○ Orchestrates meetings on an as needed basis regarding insurance reimbursement and revenue cycle management.
  ○ Convenes department heads early each fall to draft the operating budget for
the following year, as well as forecast budget needs two years out for planning purposes.

- Coordinates the annual audit for the organization and reviews the tax returns.
- Coordinates employee benefits and organizational insurance vendors to ensure Maria Droste Counseling Center is protected while minimizing risk. Is well-versed in and ensures compliance with relevant federal and state regulations (FMLA, ADA, DOL Wage and Hour law).
- Maintains a work plan that ensures and documents that all critical issues are being addressed.
- Maintains a current understanding of financial management best practices and legislative changes to insure compliance with all regulatory and administrative guidelines
- Analyzes operations to pinpoint areas that need to be reorganized, downsized, or eliminated.

- **Supervision:** Insurance Billing, Finance Manager, Vendors
  - Oversees all accounting functions and supervises a part-time contractor on accounts payable, accounts receivable, cash, and payroll.
  - Oversees all vendor relationships and collaborates with colleagues on reviewing and selecting vendors (i.e. analyze organizational needs, secure multiple bids, assess and recommend).

- **Certification/Licensure/Registration Requirements:** CPA preferred

**Hours, compensation and benefits:**

- Salary commensurate with experience (range $70,000-75,000 per year)
- Flexible and remote schedules as appropriate
- 4 weeks PTO/sick leave, 100% paid Employee healthcare benefits, 403b plan, gym on site
- Professional development and certification opportunities
- Mission oriented organization with strong reputation in the community

**To Apply:** Send resume and cover letter referencing your fit and interest in this position to Careers@mdscounseling.org.