



SOPHIA CENTER

POSITION DESCRIPTION:	Controller
DATE:	June 4, 2021
REPORTS TO:	Executive Director
CLASSIFICATION:	Part-Time/Nonexempt (minimum 20 hours/week)

GENERAL SUMMARY: Responsible for all financial functions at the Sophia Center including cash management, accounts receivable medical billing, payroll processing, CHI grant accounting, and tax filing.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Cash management including the preparation of the daily deposit (cash, check, credit card payments and incoming EFTs); reconcile cash daily using online banking access; allocation of payments to therapists' spreadsheets according to splits determined by policy and employment contracts; reconciliation of deposits per Sophia Center to Medical Billing Associates.
3. Work with the Office Manager to oversee and manage accounts receivable medical billing to include the coordination of billing between Medical Billing and Sophia Center; record relevant journal entries for revenue and adjustments; reconcile accounts receivable to detailed Medical Billing Ledger; compute contractual and bad debt reserves to accurately reflect accounts receivable value; coordinate with Office Manager, Medical Billing on collection and charity care issues.
4. Record appropriate prepaid expenses and adjust appropriately.
5. Maintain fixed asset detail and compute depreciation.
6. Code and enter accounts payable according to expense/asset category; prepare check payments or remit using online banking transactions.

7. Process payroll to include the preparation of detailed spreadsheets showing remittances due therapists based upon contracts; reconciliation of total daily amounts to Medical Billing ensuring complete payment of monies to employees; coordinate with Data Services for the entry/preparation of payroll and make appropriate entries related to payroll; review 403(b) deposits for accuracy and correct as needed.
8. Compute equivalent units for PPP loan and support submission of forgiveness application; engage oversight from accounting professionals as needed related to forgiveness application.
9. Manage CHI grant to include allocation of salaries, expenses, and asset charges to supporting CHI Grant spreadsheet; collaboration with grant manager frequently to revise and adjust budgets as appropriate; prepare budgets and data as needed to submit grant reports to grantor.
10. Maintain detailed spreadsheet of Lourdes students seen at the Center and track insured versus uninsured evaluating contract revenue.
11. Prepare monthly financial statements on a timely basis and submit a detailed written report monthly to Center leadership explaining financial trends and data.
12. Tax filing to include preparation of supporting 990 schedules for Plante and Moran; submission of Annual State of Ohio filing; input 1099 information for Data Services to prepare; file annual workers' compensation true up with the state of Ohio; insure appropriate payroll returns are filed by Data Services.
13. Prepare Board agenda, gather relevant information for Board packet, and attend Board meetings and present financial data.
14. Support Executive Director in preparation of strategic plan and accountability report.
15. Prepare annual community benefits report, visits hours report and year- end financial summary.
16. Submits unemployment bond biannually.
17. Complete insurance application for general liability insurance annually.
18. Prepare reports for Lourdes University about number of students treated annually.
19. Annual renewal of Executive Director's annual malpractice insurance.

SKILLS AND ABILITIES REQUIRED:

1. Excellent communication and interpersonal skills to respond to questions from internal and external contacts in a pleasant, friendly and professional manner.

2. Ability to handle sensitive information in a confidential manner.
3. Organizational skills and good judgment to prioritize workflow and maintain files; ability to handle pressure of deadlines.
4. Initiative, good judgment and leadership ability; ability to work as a team player.
5. Excellent analytical and problem-solving skills.
6. Knowledge of software applications including Quick Books, Medical Manager, Microsoft Excel, and online banking

WORKING CONDITIONS:

Normal office environment with frequent disruptions and deadlines.

QUALIFICATIONS:

1. Bachelor’s degree in accounting or finance required; MBA preferred.
2. CPA preferred.
3. Significant experience in similar position required.
4. Experience with not-for-profit accounting and reporting.

Executive Director / Approval

Name Date

Employee Review / Signature

Name Date

This job description reflects management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.