



## POSITION DESCRIPTION

**JOB TITLE:** Controller

**EMPLOYEE CLASSIFICATION:** Full-time, Exempt

**REPORTING RELATIONSHIP:** CFO

### **Position Overview:**

Reporting to the Chief Financial Officer, the Controller is an integral part of the Finance Department in accounting for the Foundation's \$500+ million in assets. Responsibilities include supporting daily accounting activities and ensuring the accuracy and timeliness of transactions. Supports all aspects of general ledger accounting including analysis and reconciliations of both balance sheet and income statement accounts. Assist in development and monitoring the policies and procedures necessary to ensure compliance with GAAP rules and regulations and proper system of internal controls.

### **Essential Job Functions:**

- Performs all tasks associated with the general ledger; including but not limited to, entering monthly journal entries, executing monthly closing of general ledger, producing financial statements, bank reconciliations, and reconciling general ledger accounts
- Actively support other members of the accounting staff – providing leadership, direction, accountability, and support as outlined by the CFO
- Produce month-end financial reporting package
- Oversee payroll activities including preparation, accuracy, and timeliness. Ensure payroll is prepared in compliance with tax laws and regulations
- Preparation of multiple administrative, payroll, and other surveys
- Analyze actual vs. budget operating performance
- Review monthly department budgets with management
- Prepare and submit regulatory reports, ensuring accuracy and timeliness
- Oversee Accounts Payables activities ensuring accuracy and timeliness
- Assist with internal and external audits
- Assist with federal and state tax preparation and reporting requirements
- Assist in budget preparation and forecasting
- Assist in development and maintaining system of internal controls to ensure compliance with accounting rules and regulations
- Develop and maintain asset recordkeeping in accordance with accounting rules and regulations

### **Essential Job Functions (cont.):**

- Maintain a documented system of accounting policies and procedures while managing any outsourced accounting functions
- Seek opportunities to implement new processes, products, and system technology to meet operational objectives
- Perform other ad-hoc projects and reporting as assigned by management

### **Qualifications:**

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Must have exceptional data analysis, critical thinking, and problem-solving skills
- Must have exceptional skills in Microsoft office software (excel, word, outlook)
- Skill in using and maintaining accounting and payroll software
- Must be able to juggle multiple projects and recurring tasks while meeting all deadlines
- Knowledge of state and federal financial reporting laws and regulations
- Knowledge of financial reporting and analysis
- Ability to develop, maintain, and adhere to company policies and procedures
- Must have strong oral and written communication skills
- Must have high attention to detail
- Ability to keep data, files, and all other company information confidential
- Must possess strong organizational skills
- High degree of integrity and honesty

### **Education and Experience:**

- Bachelor's or master's degree in Accounting required
- CPA Required
- Minimum 5 years of accounting experience
- Minimum 3 years of supervisory experience preferred
- Nonprofit experience preferred

### **To Apply:**

Please submit a letter of interest and resume by email to [hr@khf.org](mailto:hr@khf.org); fax (316) 462-0971; via mail to:

Kansas Health Foundation  
Attn: Human Resources  
309 E. Douglas Ave.  
Wichita, KS 67202

**The deadline to apply for this position is Friday, July 29, 2022**