



**MEDFORD
RADIOLOGY
GROUP**

CONTROLLER JOB DESCRIPTION

Job Title	Controller
Reports To	CEO
Department	Accounting
FLSA Category	Exempt
Date Reviewed	June 2017

Mission

Our mission is to provide exceptional diagnostic and interventional imaging services to improve the quality of life for everyone we serve.

Core Values

Excellence

Demonstrating superior, professional competence that provides a valuable resource to patients and referring physicians.

Cooperative Spirit

Creating a positive environment for patients, referring physicians, staff, colleagues and community.

Compassion

Treating patients, referring physicians, staff and colleagues with respect, consideration and fairness.

Quality of Life

Conducting and sustaining our practices to be professionally and personally satisfying.

SUMMARY DESCRIPTION:

The Controller is a member of the Executive Team and works closely with the CEO and Board President on matters of financial strategy, financial performance, financial forecasting and trending. The Controller is responsible for the accounting operations of the company (financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting). This includes producing periodic accurate financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of processes, procedures, controls, and budgets designed to mitigate risk. This position will establish, monitor and enforce policies, procedures, and controls to enhance the accuracy of reported financial results, ensure that reported results comply with generally accepted accounting principles, manage cash, manage risk, and ensures timely accurate reporting and compliance with federal, state and local requirements. This position monitors and confirms financial condition by conducting internal audits and reconciliations, providing information for external CPAs, and through the collection and analysis of data.

ESSENTIAL FUNCTIONS:**General**

1. Reports to work as scheduled and on time per policy with predictable regular attendance. Time away from work is approved and taken in accordance with established policies.
2. Takes all reasonable steps to maintain confidentiality of all information related to patients, medical staff, employees, and as appropriate, other information, ensuring compliance with HIPAA mandates.
3. Demonstrates positive interpersonal communications in dealing with all others. Recognizes and respects differences in the work place. Demonstrates openness, sensitivity and commitment to the coworkers, patients, family members, and any other visitors to MRG.
4. Consistently demonstrates and incorporates principles of safety and infection control into daily activities. Maintains current knowledge of disaster policies and participates appropriately in disaster drills. Expresses and applies principles of body mechanics to prevent injury and accidents.
5. Displays consistent commitment to customer service and team work. Displays personal behavior that has a positive impact for the team.
6. Demonstrates personal commitment to staying current in field of knowledge, expanding knowledge and skill, and contributing to organizational success.
7. Displays ability to work in an ever-changing environment and participate constructively in change processes.
8. Attends staff meetings, completes education program as requested or approved by MRG.

Job Specific

- Develops and collaborates with Executive Team on preparation and maintenance of operating and capital budgets; assesses and analyses the budgets on an ongoing basis identifying variances and initiating corrective action as necessary.
- Prepares month and year-end financial statements, compiles and analyses financial data, prepares reporting packages and may present information to the Board of Directors.
- Evaluates, implements and maintains accounting systems, internal and external financial controls, policies and procedures.
- Monitors and confirms financial condition by conducting internal audits and supporting external audits.
- Accurately and timely processes payroll and all payroll related activities such as quarterly and annual tax reporting, w2's, 401k contributions and match, ensure compliance with all federal, state and local employment laws and reporting; maintains the payroll system.
- Responsibly manages the General Ledger by maintaining a chart of accounts and processes for both accounts payable and receivable. Prepares account reconciliations between the GL and supporting documents, prepares and enters resulting journal entries, pays bill and prepares invoices timely and processes 1099's.
- Audits, tracks and reconciles all bank and credit card accounts accurately and timely.
- Is responsible for the accurate and timely preparation of bank deposits.
- Works collaboratively with Human Resources to research, recommend and administer the employee benefits program, HSA accounts and group retirement plans.
- Works with Executive Team to negotiate contracts and agreements; maintains a database to ensure timely renewal of contracts and agreements.
- Monitors, prepares and executes accurate and timely shareholder buy-in and buy-out agreements and documents.
- Tracks physician's personal business expenses, education expenses and all reimbursements.
- Calculates, prepares and may present shareholder calculations and distributions to the board for approval.
- Prepares and files all required documents and reports for income, property, insurance, licenses, permits or anything required by federal, state and local government.
- Complies with federal, state and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements and advising Leadership on needed actions.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks and participating in professional societies.
- Performs special projects and other duties as requested.

QUALIFICATIONS:

Education

Bachelor's Degree in Accounting or Finance required.

Master's Degree in Accounting or Finance, CPA or CMA preferred.

Experience

A minimum of 5 years progressively responsible accounting experience that includes high-level presentation skills of financial reporting, budgeting, financial forecasting, financial performance, financial strategy and trending.

Knowledge, Skills and Abilities

- Mastery of finance, accrual and cash accounting, budgeting and thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting, banking AP, AR and payroll.
- Advanced working knowledge of accounting/GL software, Microsoft Excel and Microsoft Office 365 products; Intacct accounting software experience a plus.
- Must exhibit a high level of professionalism with strong corporate finance and business acumen, an ability to recognize social cues and present a professional appearance when representing the organization.
- Reads and writes clearly with attention to correct grammar and spelling; speaks confidently and professionally with effective group presentation skills.
- Demonstrated accuracy and thoroughness with an eye for detail and attitude for continuous improvement and standard of excellence; looks for ways promote quality, develop strategies and standards to improve processes.
- Impeccable time management and organizational skills with the ability to prioritize workflow and manage multiple tasks using time productively, efficiently and independently; adheres to deadlines and values follow-through.
- Strong interpersonal skills with the ability to speak clearly and persuasively in positive or negative situations; active listening skills and asking clarifying questions; responds well to others with a focus on resolution.
- Displays a willingness to make sound, accurate and informed decisions using good judgement with the ability to provide reasoning for and explanation in support of decision.
- Able to identify and resolve problems by gathering and analyzing information skillfully and timely; develops alternative solutions and communicates change effectively.
- Demonstrated ability to develop, manage, coordinate, communicate and complete projects; able to delegate work, set expectations, monitor and manage progress.
- Able to identify own strengths and weaknesses; pursues training and development opportunities to build knowledge, skills, expertise and improve areas of deficiency.
- Able to balance team and individual responsibilities; exhibits objectivity and openness to team member's views; contributes to building a supportive team atmosphere and inspires vision and positivity.
- Treats people with respect, works with integrity, upholds organizational values, keeps commitments and maintains confidentiality.

WORKING CONDITION REQUIREMENTS:

Frequently required to stand

Frequently required to walk

Continually required to sit

Continually required to utilize hand and finger dexterity

Occasionally required to climb, balance, bend, stoop, kneel or crawl

Frequently required to talk or hear

Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard

Occasionally required to lift/push/carry items less than 25 pounds/ up to 25 pounds/ up to 50 pounds/ more than 50 pounds

Occasionally exposure to wet and/or humid conditions

Occasionally work near moving mechanical parts

Occasionally work in high, precarious places

Occasionally work around fumes, airborne particles, or toxic chemicals

Occasionally exposure to outside weather conditions

Occasionally exposure to extreme heat or cold

Occasionally exposure to bloodborne and airborne pathogens or infectious materials

Occasionally loud noise