

# Texas Health Institute

## 2022 Job Description

**TITLE:** Controller

**REPORTS TO:** Executive Director

**BASIC FUNCTION:** The controller is responsible for financial management operations of Texas Health Institute (THI). Responsibilities include producing accurate internal and external financial reports; adopting appropriate policies and procedures; retaining organized financial records; and maintaining tax exempt status.

Salary Range: \$75,000 - \$85,000

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

### MAJOR RESPONSIBILITIES/TASKS

- Participate as a member of the executive leadership team
- Present timely and accurate financial reporting to program staff, leadership team, executive committee, and board of directors
- Proactively communicate with all THI stakeholders
- Possess the ability to mindfully scale accounting operations with program growth
- Supervise accountant work product, deliverable timelines, and career development
- Analyze and manage the cash position, including forecasting and strategically using the line of credit
- Update revenue and expenditure projections
- Oversee the revenue cycle, including understanding agreement terms, invoicing funders, and accurate revenue recognition
- Maintain and enforce best practices for all accounting processes and procedures
- Reconcile all general ledger accounts on the Statement of Financial Position
- Serve as liaison to the external auditor, Form 990 preparer, banker, and investment representatives
- Comply with local, state and federal government reporting requirements and tax filings

- Manage accounts receivable collections with the program managers
- Grant management compliance with Uniform Guidance and other funder requirements
- Prepare indirect cost rate proposal
- Coordinate annual budget planning with the leadership team
- Create templates to facilitate the development of project-related budgets for proposals
- Develop a system and schedule routine financial reporting to project managers and leadership team for comparison to project budgets and the annual organization budget
- Analyze financial data at the organization and program levels
- Maximize efficiency with current software programs in use for accounting, payroll, and accounts payable
- Maintain a self-development program for personal growth to increase professional effectiveness by broadening technical knowledge and leadership skills
- Other duties as assigned

**POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:**

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

**Supervisory Responsibility:** Yes, Accountant

**Required:**

- Accounting bachelor's degree or equivalent qualifications
- Minimum of eight years of accounting or finance experience, and a minimum three years of leadership experience in nonprofit accounting management, supervisory roles, and business administration
- Experience with fund accounting software packages, accounts payable software, and third-party payroll platforms
- Demonstrated experience in building or managing supporting functions of a growth-oriented organization
- Comprehensive working knowledge of Generally Accepted Accounting Principles, budgeting, and administrative operations best practices
- Demonstrated commitment to THI values
- Demonstrated ability to analyze and compile complex data for decision making, policy changes, and identifying potential opportunities for growth and innovation
- Ability to compose reports, presentations, and written communication in an organized, logical, and concise manner
- Experience with MS Office applications, project management software(s), and financial and budgeting software(s)
- Excellent communication skills, both written and oral, with the ability to represent the organization at a variety of internal meetings
- Strong analytical skills with the ability to coordinate and prioritize internal and external reporting deadlines
- Leadership accomplishments in financial management

**Preferred:**

- Experience managing a nonprofit accounting department
- Working knowledge of Abila MIP and Bill.com software
- CPA or CMA designation
- Interest in technology and innovation

**Location:** Required work location for this position is in Texas. THI is currently operating in a remote-first work environment and plans to continue this going forward. Proximity to Austin is preferred, as the controller will occasionally need to participate in-person meetings.

**Salary Range:** \$75,000 - \$85,000

**Start Date:** December 1, 2022

**To Apply:**

Please complete and submit [THI job application](#), CV, cover letter, salary requirement, and three professional references to: [swilkie@texashealthinstitute.org](mailto:swilkie@texashealthinstitute.org) subject line: *Attn: Controller Application*

Position will be open until filled. We anticipate this being a highly competitive process. Only qualified candidates who meet the minimum requirements will be contacted.