

Mat-Su Health Foundation (MSHF)

Assistant Controller Job Description

Position Summary

The Assistant Controller (AC) supports the organization's mission, vision, and values as the foundation of its efforts. These include respect and appreciation for Mat-Su's community assets: prevention, access, wellness, fairness, collaboration, and leadership. This individual exemplifies health; is team-focused and positive; and consistently demonstrates respect for the Board of Directors, staff, partners and community.

Reporting to the CFO the AC will be responsible for processing all accounting and reporting activities. The AC will carry-out all day-to-day accounting operations including functional responsibility over accounting, accounts payable, accounts receivable, and payroll. The AC will ensure that MSHF follows the systems and procedures in place to support effective program implementation and conduct flawless audits. The AC will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations. The AC will work closely with the Grants Manager to ensure alignment between Grant Database and Accounting system.

Responsibilities

- Reconcile all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and budgets and actual expenditures.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; prepare and clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of MSHF's financial status;
- Assist MSHF's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Manages all facets of the accounting at the MSHF, to include bookkeeping, accounts payable, maintaining budgets, and tracking investments.
- Regularly monitor the budget to ensure expenditures of the organization are inline with thresholds established by the MSHF administration and Board of Directors.
- Ensure Accounting procedures are followed by staff and outsourced accounting support (payroll).
- Maintain accounting records in an organized and audit compliant format.
- Ensure compliance with IRS 501(c)3 requirements, as well as all financial reporting requirements with outside agencies.
- Prepare for and assist in the completion of the annual audit and tax filing by independent audit/tax firm.
- Research and stay current with accounting related trends and best practices in the industry.
- Research FASB and GAAP accounting policy as requested by the CFO.
- Takes care of special projects as assigned.

Competencies

- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- Excellent written and oral communication skills.
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Strong interpersonal and communication skills. Experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation.
- Strong analytic skills and the ability to think strategically, politically and programmatically.

Position Qualifications

- Bachelor's degree in accounting preferred.
- Bachelor's degree finance or business administration with an emphasis accounting and significant experience will be considered.
- Minimum five years of accounting experience; public or non-profit accounting experience preferred.
- Experience in journal entries, reconciliation, audit, accounting procedures, budgets and financial reporting.
- Experience in non-profit accounting is a plus.
- Ability to advance mission of the organization through detailed and effective organization.
- Experience transitioning to a different accounting platform a plus.
- Computer literacy in Microsoft Office, QuickBooks, Sage Intacct or other accounting applications.

Closing Date: Open until filled, with first review of resumes on January 15, 2021.

Work Location: 777 N. Crusey St, Suite A201. Wasilla, Alaska 99654

Salary Range and Benefits: \$90,000 – 110,000/year DOE. Position is exempt. The MSHF offers a comprehensive benefits package and is an at-will employer.

How to Apply: Candidates should submit a cover letter and resume in a single PDF file to jobs@healthymatsu.org. Please include job title in email subject line.

Mat-Su Health Foundation: Mat-Su Health Foundation is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, the foundation actively participates in the governance of Mat-Su's community hospital and protects the community's interest in this important health care asset through board oversight. The MSHF also invests its assets into charitable works that improve the health and wellness of Alaskans living in the Matanuska-Susitna Borough (Mat-Su).