

Position Specification

Nonprofit Insurance Organization Controller

The Company

Our client is a nonprofit, managed care organization committed to improving the health and well-being of underserved residents of Southeast Texas.

The Position

Location

Southeast United States

Overview

The Controller stands accountable for the day-to-day operations of the Organization's accounting functions. The Controller owns the monthly financial close process, production of internal financial statements and notes, balance sheet reconciliation, and the preparation and filing of regulatory reports for HHSC, Texas Department of Insurance and NAIC. The Controller also owns and coordinates all activities related to external audits and oversees all banking related activities. In addition, the Controller maintains an adequate system of accounting records and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with statutory reporting requirements.

Reporting Relationship

The Controller reports to the Chief Finance Officer.

Responsibilities

- Manages the day-to-day operations of the Organization's accounting functions; and manages assigned staff.
- Oversees preparation and analysis of Internal Financial Reporting including Monthly Financial Close.
- Monitors Chart of Accounts and financial system architecture - PeopleSoft. Implements and coordinates adjustments needed for new lines of business, regulatory compliance, and enhanced management clarity into our financials.
- Directs accounting related operations including Treasury, Accounts Receivable, Accounts Payable, Banking, Reconciliations and Service Contracts.
- Manages all audit related matters, including Annual External Audits and Regulatory (Financial Statistical Reports & CMS & Annual Statement).
- Responsible for Regulatory Financial Reports including, but not limited to, Health and Human Services Commission (FSRs), Texas Department of Insurance (Annual & Quarterly Statements) and Internal Revenue Service (1095-Bs, 1099s and Form 990).

- Reviews and evaluates transactions to determine appropriate treatment and compliance with written policies and procedures.
- Determines account valuations when reconciling balance sheet accounts and proposes adjustment when necessary.
- Manages transactional banking data to ensure proper records are maintained and adequate controls are followed.
- Actively fosters and engages in efforts to ensure a culture of collaboration and teamwork in Organization's Leadership team and all staff.
- Fosters an environment of continuous learning, staff development and performance improvement through defined metrics.
- Identifies and completes personal and professional goals in employee's annual performance appraisal document.
- Ensures that departmental goals identified in the annual departmental business plan, including specific department process improvement plans, are met.
- Actively contributes to achievement of departmental goals, as identified in Department's annual business plan, including specific departmental process improvement plans.
- Demonstrates Organization's values, including trust, integrity, mutual respect, diversity, responsiveness and caring service.
- Other duties as assigned.

The Candidate

Education

- Bachelor's degree in Accounting, Business Administration or other Finance field required.
- Certified Public Accountant designation required.

Professional Qualifications

- Ten years of accounting. Health Plan or prior NAIC / statutory accounting experience required.
- Experience with managed care, state regulatory agencies, DOI, and CMS regulations are required.
- Experience with Medicaid financial reporting preferred.
- Five years managing a team and the monthly financial close process. Experience developing and implementing strategies and objectives for the Organization as a member of Executive Leadership, as well as developing and implementing strategies and objectives for assigned areas of oversight.
- Experience developing and implementing strategies and objectives for the Organization as a member of Senior Leadership, as well as developing and implementing strategies and objectives for assigned areas of oversight.
- Skilled at developing, implementing and reporting regarding Compliance programs, initiatives, and successes/failures. Ability to justify and explain areas of non-compliance and corrective action plans to stakeholders.
- Demonstrated ability to proactively identify and analyze the root cause of non-compliance, or challenges and concerns achieving compliance, as well as ability to develop and implement solutions.

- Excellent communication skills, including effective communication of Compliance strategies, initiatives and corrective action plans to the Board of Directors, Executive Leadership and external stakeholders, including regulatory agencies.
- Experience managing compliance/FWA reporting programs and software (e.g. NAVEX).
- Demonstrated ability to quickly adapt to new situations and challenges.
- Skilled at delegation, management and development of staff.
- Ability to inspire confidence and build trust.
- Knowledge of Medicaid, Medicare and individual insurance regulations and compliance requirements.
- Familiarity with HIPAA regulations.
- Ability to organize task and work independently as well as lead a team and collaborate within and outside of Organization.
- Strong attention to detail and deadlines.
- Team leader abilities to encourage interdepartmental cooperation and interest.
- Demonstrate familiarity with physician and hospital coding and billing.
- Software skills: Microsoft Office (Word, Excel, Outlook).

To learn more about this opportunity or provide a confidential referral, please contact:

Pearson Partners International, Inc.
12377 Merit Drive, Suite 750
Dallas, Texas 75251
214-292-4140 – Fax
response@pearsonpartnersintl.com

Please use this reference code in the subject line of your response:

Reference Code: 581-02_Controller_PPI

Learn more about Pearson Partners:

Visit our [website](#) and follow us on [LinkedIn](#), [Twitter](#) and [Facebook](#).

