QUALITY CARE PARTNERS
JOB DESCRIPTION

JOB TITLE: Controller (Exempt)

POSITION SUMMARY

Reporting to the CFO, the Controller will be responsible for managing day-to-day key financial processes of the organization. The Controller will assist in implementing financial strategies, policies and procedures to support the company's strategic initiatives.

RESPONSIBILITIES

- Manage core accounting and financial processes
- Collaborate with cross-functional teams and leadership
- Support process improvements and operational efficiency
- Ensure compliance with company policies and regulations
- Prepare reports, documentation, and analysis

REQUIRED QUALIFICATIONS

- A bachelor's degree in accounting or finance; and 3-5 years' general ledger experience in healthcare
- 1-2 years' experience in FP&A
- Knowledge in Generally Acceptable Accounting Principles
- Budgeting and Cost Accounting experience preferred.
- Intermediate to advanced computer skills, including but not limited to Microsoft Office products (Excel, Word, PowerPoint, Teams, etc.)

DEMONSTRATE QCP VALUES

The values of Quality Care Partners are demonstrated on a daily basis and reflected through job duties and responsibilities as evidenced by:

- **Caring**
  - Seek to listen, understand, and respond to customers' needs with care.
  - Communicate with co-workers and customers with positivity and empathy.
  - Be good stewards of QCP resources.
- **Excellence**
  - Strive to exceed, not just meet expectations.
  - Deliver services with accuracy and efficiency.
  - Recognize and utilize personal strengths and the strengths of others.

● **Improvement**

- Bring new ideas to create positive change and solutions.
- Be open to the ideas and suggestions of others.
- Advocate for continuous improvement throughout the organization.

● **Accountability**

- Take ownership of daily decisions and responsibilities.
- Stay focused on work priorities and outcomes.
- Demonstrate QCP values in all actions and interactions.

TRAITS AND APTITUDES

- Ability to handle stress and work in fast paced environment
- Ability to work in a lean work environment wearing multiple hats
- Ability to adjust to varied management styles

PHYSICAL DEMANDS AND WORK CONDITIONS

The physical demands described here are representative of those necessary to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

QCP operates in a Hybrid Workforce Strategy. Managers are expected to work onsite as needed to support operational and business requirements.

- Must possess excellent written and verbal communication skills.
- Must be able to hear, speak, and see and coordinate motor skills.
- Must be able to occasionally lift up to 25 pounds.
- Must be able to stoop, bend, reach, and perform routine office activities.
- Ability to collect data, interpret findings, establish priorities, and execute work plans.
- Ability to utilize manual and computerized documentation systems.
- Ability to review and process significant amounts of information accurately and efficiently.

EEO STATEMENT:

Quality Care Partners is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.

REPORTING RELATIONSHIPS

Position Reports To: Chief Financial Officer
Direct Reports: Highly matrixed organization