STRIDE COMMUNITY HEALTH CENTER

CONTROLLER

POSITION SPECIFICATIONS

STRIDE Community Health Center (STRIDE CHC) is a 501(c) (3) Federally Qualified Health Center (FQHC) with a 32-year history of providing primary care and other health-related services in a community-based setting. Established in response to the primary health care needs of the medically indigent population in suburban Denver, STRIDE CHC has the largest population base of any FQHC in Colorado and provides primary care, dental, pharmacy, behavioral health, health education, care coordination, patient navigation, pharmacy, and outreach and enrollment services in accordance with its mission.

STRIDE CHC addresses the need for affordable, accessible, and equitable high quality clinical services among low-income, uninsured, and underserved populations residing outside the City and County of Denver. STRIDE CHC’s current service area encompasses Adams, Arapahoe, Douglas, Jefferson, and Park counties and the Cities of Arvada, Aurora, Conifer, Englewood, Golden, Lakewood, Parker, and Wheat Ridge.

From a single clinic in 1989, STRIDE CHC has grown into a large, integrated health care delivery system with 18 health center locations including two (soon to be four) School Based Health Centers (SBHCs) and a mobile health unit.

STRIDE CHC embraces the following core values:

- **Humanity**: engaging communities and co-workers with compassion and dignity.
- **Equity**: creating systems and inclusive healthcare where everyone thrives.
- **Excellence**: dedication to learning and growing with an abundance mindset and mission orientation.
- **Integrity**: having courageous authenticity to do the right thing with a foundation of ethical accountability.

STRIDE CHC has an annual operating budget of approximately $70M. Currently, the Multiview System is utilized for accounting/finance and Paycom is the systems provider for human resources and payroll processing. STRIDE CHC employs a workforce of approximately 515 with projected staff growth of over 50 people anticipated in 2022. Administrative headquarters are centrally located in Denver.

Consultants in Executive Search
THE OPPORTUNITY

Reporting to the Chief Financial Officer, the **Controller** is responsible for the accounting and day-to-day transactional activity of the company. This includes the production of periodic financial reports, maintenance of 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 generally accepted accounting principles (GAAP). This role will oversee the organization’s treasury, payroll, and risk management and oversee the various daily and periodic financial transactional activity of **STRIDE CHC**.

**Essential Duties/Responsibilities include:**

**Management**
- Dependable thought partner with the Chief Financial Officer in ensuring the short-term and long-term financial health of STRIDE
- Collaborative and supportive partner with other organizational leaders who have budget responsibilities through coaching, education and mentorship
- Leads employees to provide effective customer service
- Hires employees and assesses performance. Provides supportive coaching, feedback, training opportunities and corrective actions as needed
- Provides oversight and direction to the employees in accordance with the organization’s policies and procedures
- Develops departmental goals and leads the department to successful achievement of these goals
- Contributes to team effort by accomplishing related results as needed along with other duties to ensure the overall health and success of the business

**Finance**
- Evaluate, develop, recommend, and maintain sound accounting and internal fiscal controls, policies, standards of practice, and procedures, assuring that the finance staff operates in accordance with those guidelines and relevant government regulations
- Responsible for accurate and timely preparation of periodic financial statements, other internal and external financial reporting in accordance with GAAP and grant compliance requirements
- Monitor compliance with the financial requirements of corporate grants and contracts, including preparation of agreed-upon reports. Maintain compliance with applicable Federal, State and local laws and regulations
- Partner with Patient Accounts and all stakeholders in the Revenue Cycle process to support the management of the overall health of the organization’s receivables
- Manage the payroll processing and compliance for the organization
- Monitor banking activities of the organization and maintain positive banking relationships
- Coordinate the annual audits and preparation of Form 990 an other required filings

For more information about **STRIDE CHC**, please refer to [www.stridechc.org](http://www.stridechc.org).
• Continual improvement, communication and collaboration of financial process and internal controls
• Be an advisor from the financial perspective on any contracts into which the organization may enter
• Manages highly complex compliance matters with minimal supervision
• Works with multiple functions to develop cost-effective and creative solutions to achieve organizational goals and make clear decisions which are timely and in the best interest of the organization
• Enhances department and organizational reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
• Provides cash and financial management, analysis and forecasting
• Ensures chart of accounts is adequate and being used to maintain correct reporting
• Supports the preparation of organizational budgets and capital requests, including the annual corporate budget, grant/program budgets and departmental budgets
• Supports the preparation of the Medicare and Medicaid Cost Reports, Federal Financial Status Reports (FSRs), the financial tables in the Uniform Data Set (UDS) report, and other required financial reports
• Other duties as identified and assigned to support STRIDE CHC’s mission

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

• A Bachelor's Degree in Finance, Accounting, Business or related field
• CPA certification is strongly preferred
• Substantial (ideally 10 or more years) of job specific professional experience with strong financial reporting, general accounting, payroll, and GAAP compliance expertise
• Ideally 5 or more years of demonstrable and relevant management experience
• Experience managing the payroll function highly preferred
• FQHC, healthcare or nonprofit experience highly preferred
• Working knowledge of ERP systems and software conversions
• Strong computer skills, including spreadsheets, presentations, databases and other document creation applications (i.e. the MS Office suite)

PERSONAL CHARACTERISTICS

• Sound decision-making, planning skills and technical financial expertise
• Ability to work independently and in a self-directed manner
• Ability to thrive within a dynamic work schedule, growing program and multiple roles
• Ability to set priorities, motivate and help top performers achieve goals
• Ability to think critically by approaching problem solving logically, research options and focus on meaningful data to draw the right conclusions, even under pressure
• Ability to manage time and meet deadlines
- Ability to accept and learn from constructive criticism
- Ability to manage and mediate conflict
- Ability to manage departmental budget
- Ability to value and celebrate differences, build rapport and form positive relationships
- Ability to communicate effectively to all levels of employees, both verbally and in writing
- Ability to practice a high-level of confidentiality by maintaining employee and patient confidentiality
- Problem-solving, program development, negotiation, team-building, training and human resource management skills
- Subscribes to the highest ethical standards and integrity
- Close alignment with the mission, vision and core values embraced by STRIDE CHC

COMPENSATION

STRIDE CHC will offer the successful candidate a highly competitive base compensation and benefits package. The targeted range for this role is $105,000 to $112,500. Benefit offerings include which includes medical, dental, vision, life and disability insurance, a retirement savings plan (with company match), On-Demand Medical Care, Wellness Program and Incentives, Flexible Spending Account (FSA), Health Savings Account (HSA), Employee Assistance Program (EAP) and Identify Theft protection. STRIDE CHC also offers a generous paid time off (vacation, sick leave and holidays) policy.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting STRIDE CHC with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in strict confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

STRIDE CHC and EFL Associates firmly support the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, creed national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.