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## Job Description

**Position:** Controller/Financial and Data Analytics  
**Reports To:** VP Finance or Designee  
**Direct Reports:** None  
**FLSA:** Exempt  
**Company:** HEOPS, Inc.  
**Department:** Finance  
**Last Updated:** April 16, 2007

### Position Summary:

This position will assist with AP/AR/Financial Reporting and will participate in a Consulting role with Client Project Teams related to analytical support and reporting. This is a full time position with a work week of 40 hours, occasional evening, weekend work and overtime may be required. Hours will be set by VP of Finance or Designee.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Leads internal Revenue Cycle Processes
  - Coordinates the AP process which includes payable entry and preparation of a payables report for Management approval.
  - Prepares and distributes payables to vendors.
  - Coordinates the AR process which includes production, distribution and collection of client billings.
  - Maintains corporate AP and AR files.
  - Prepares analysis of accounts, as required.
  - Assists in monthly closings.
  - Coordinates AR/AP phone inquiries and follows up.
- Establishes databases of pertinent information for use in analyzing future plans and forecasts.
- Makes recommendations to management regarding cost saving or profit generating opportunities and profitability improvement strategies.
- Assists in the development of the budget, planning, and other corporate financial requirements.
- Provides analytical and reporting assistance to Project Teams for client deliverables.
- Develops and maintains key policies and procedures for area of responsibility.
- Assists with special projects, as necessary.

### Leadership and Mentoring:

The **Controller/Financial and Data Analytics** shall facilitate a learning environment and shall support career development of employees within HEOPS. Additionally, the **Controller/Financial and Data Analytics** shall demonstrate leadership qualities in dealings with staff, peers and other corporate departments this translates into professional courtesy, timeliness, appearance, organizational skills and active participation as a contribution member of the corporate team.

### Expectations:



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This individual should understand best practices in corporate finance and AP/AR requirements. This individual should work with other leaders in the department to improve and streamline operations. The **Controller/Financial and Data Analytics** must work well in a disciplined team environment that is focused on uniformity and consistency of operations. HEOPS is a high-growth company; the ability to work effectively in a fast-paced, change-oriented environment is required. HEOPS is a business formal environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Education/Degree:**

Bachelor's degree from four-year College or university preferably in Accounting is required. A Master's degree and/or CPA preferred.

### **Required Certification/License:**

CPA preferred but not required, will be factored into hiring decision.

### **Required Work Experience:**

Minimum five (5) years related experience required. Healthcare or hospital finance experience preferred. Ten key by touch required.

### **Computer Skills**

To perform this job successfully, the individual should have a high level of proficiency in Microsoft Word, Excel and Access and familiarity with financial accounting packages.

### **Reference Checks, Background Checks and Drug Screening:**

To ensure that individuals joining HEOPS are qualified and have the potential to be productive and successful, HEOPS may check and or require all of the following: employment references, background check, consumer credit report\* and a drug/alcohol screening.

NOTE: \*Due to HEOPS financial interrelationships with clients, we must ensure that our employees and Independent Contractors have never been sanctioned by Medicare or Medicaid and have no felonies or questionable financial dealings. Disclosure is required.

### **Valuable skills for this role:**

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.



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- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### Benefits:

HEOPS offers medical benefits, 401K and 21 days paid time off annually.