

**PEACHTREE HILLS PLACE**  
**Controller/Accounting Director**

**Position Title:** Controller/Accounting Director  
**Department:** General & Administrative  
**Exempt Status:** Exempt  
**Supervisor:** Executive Director/CFO

**GENERAL SUMMARY:**

The Accounting Director is responsible for managing the collection and recording of all pertinent financial data and transactions and ensuring that resources are handled properly in accordance and consistent with the business plan.

**PRINCIPLE DUTIES:**

**Essential Job Duties:**

1. Organize the accounting department to insure proper and timely accounting and reporting for all transactions and pertinent records.
2. Ensure that all resources are handled properly in accordance and consistent with the business plan.
3. Schedule and maintain daily, weekly, biweekly, monthly, quarterly and annual processes as required in performing accurate and timely accounting and reporting.
4. Produce monthly financial statements including a balance sheet, income statement, statement of cash flows and such other reports and related analysis to supplement the monthly financial statements.
5. Hire, train and manage accounting staff.
6. Support other department heads, superiors, peers and employees in achieving operating financial goals.
7. Coordinate year-end activities including audits, audit schedules, cost reports, and tax and informational returns.
8. Direct or perform all phases of the monthly independent living, assisted living and health center billings. Process all necessary reports.
9. Oversee submittal of all Medicare Part A and Part B billings. Review billings for accuracy and reasonableness.
10. Monitor collection reports regularly and follow up on all past due accounts.
11. Maintain the general ledger including preparation and posting of all journal entries and reconciliation of accounts to supporting schedules.
12. Reconcile all bank accounts to the bank statements, subsidiary journals and to the general ledger. Reconcile all other balance sheet accounts regularly.
13. Direct the payroll process including monitoring of payroll related deposits and directs preparation and filing of returns for State, City, Federal, and FICA taxes.
14. Directs the accounts payable and cash disbursements process.
15. Responsible for cash management to ensure timely payment of obligations.
16. Prepare and update fixed asset and depreciation schedules and maintains related records.
17. Prepare special reports upon request and regularly inform supervisor regarding the status of accounts and financial activity.

18. Delegate responsibilities to other members of the accounting team as appropriate and manage accordingly.
19. Responsible for the preparation of the annual budget in collaboration with other members of the management team and the monitoring of the same in relation to actual results.

### **Other Duties:**

1. Directs the preparation and distribution of payroll checks. Maintains payroll records.
2. Maintains resident business files.
3. Calculate and process entrance fee refunds as appropriate.
4. Attend in-service training and education sessions, as assigned.
5. Perform specific work duties and responsibilities as assigned by supervisor.

### **HOSPITALITY FOCUS:**

Peachtree Hills Place embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

### **WELLNESS FOCUS:**

Employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

### **QUALIFICATIONS:**

1. Bachelor's degree in accounting or related experience. Thorough knowledge of general accounting functions.
2. Documented skills in leadership, supervision and communication.
3. Minimum of 10 years hands-on experience with G/L, A/P, A/R, Payroll, and financial statement preparation.
4. Proficient in the use of computers and related business applications such as spreadsheets and word processing.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Must be able to sit at a desk for up to six hours per day. Must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.