# JOB POSTING

**Job Title:** Controller **FLSA Status:** Exempt
**Reports to:** CFO
**Department:** Finance

**Summary Overview:**

The Controller will be an integral part of the Exchange and Finance team, and lead to fulfill the organization's responsibilities for and commitment to accurate and transparent management and external reporting, treasury and cash management, accounting systems, as well as meeting audit requirements, other regulatory requirements and ensuring a strong control environment. This position manages at least two employees and reports to the Chief Financial Officer.

**Essential Duties and Responsibilities:**

- Primary accountability for directing several complex processes that culminate in required reporting with Federal and State agencies. Comply with federal and state legal requirements by studying existing and new legislation; monitoring proposed legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Manage all external financial reporting, tracking, and financial related compliance with all regulatory requirements for AHCT constituents, including the Governor and Auditors of Public Accounts, the Office of Fiscal Analysis, the Connecticut Legislature, Connecticut State Agencies, Center for Consumer Information and Insurance Oversight (CCIIO), and Centers for Medicare & Medicaid Services (CMS).
- Manage filings in several Health and Human Services external systems: State Based Marketplace Annual Reporting Tool (SMART), Federal Payment Management System, Federal Online Data Collection (OLDC) system,Grant Solutions and CALT.
- Direct management of grant funds in accordance with applicable rules, regulations and fund source guidelines. Coordinate with other AHCT departments to monitor compliance and obtain needed information. Complete all required reporting including development and submission of grant applications, grant progress reports, award budget updates or no cost extensions (if any) and grant close-out to CCIIO and CMS.

- Work collaboratively with Financial Planning & Analysis and management to provide guidance on grant utilization in support of the budgeting process, variance analysis, and key metrics.
- Ensure that the preparation of financial reports is accurate, timely and conform to government requirements as promulgated by the Governmental Accounting Standards Board (GASB) including preparation of Management's Discussion and Analysis (MD&A).
- Establish and execute internal controls over the Exchange's accounting and financial policies and procedures. Oversee maintenance of documented system of accounting policies and procedures.
- Ensure assets of AHCT are safeguarded and all transactions are recorded accurately. Ensure proper segregation of duties and proper authorization of transactions.
- Ensure controls over equipment are functioning appropriately. Maintain fixed asset information and physical inventories; evaluate equipment capitalization and obsolescence.
- Establish compliance and monitoring of internal controls throughout AHCT, and manage independent and internal audits of all departments.
- Manage the productivity of day-to-day activities and efficiency of workflow processes. Review work of accounting unit, for accurate and timely recording, reporting and reconciliation. Includes cash, payroll and benefits, travel, fixed asset records, and general ledger entries and reconciliations.
- Direct the accounting unit in support of month-end and year-end close process.
- Develop new controls and workflow processes around the Cloud Based Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), and Business Intelligence (BI) System, as well as Vendor Management system (Smart Search) and tools such as SmartClient.
- Establish controls for access and role based models and other controls for ERP and other systems.
- Collaborate with Finance and business colleagues on financial system and reporting enhancements and streamlining processes to further enhance effectiveness and efficiency of systems
- Participate in development of strategic models and scenarios for financial projects that can lead to new revenue opportunities. Research new grants and funding opportunities.
- Direct treasury and cash management functions. Includes cash flow management, grant draw downs, review and approval of bills to be paid and review and approval of invoices (billings) and accounts receivable and collections.
- Manage treasury function to maximize return, and limit risk, manage cash bank balances and make investments.
- Understand the business risks, transactions and technical issues that arise, both financial and non-financial, perform research and propose solutions for decision making.

- Issue timely and useful monthly financial and ad hoc reports to the senior leadership team and the AHCT Board of Directors, in collaboration with Financial Planning & Analysis.
- Establish new policies and processes for any new business opportunities, including workflows, reporting, controls and revenue recognition.
- Assist in representing the Marketplace and developing strategic relationships with other state agencies, financial institutions, auditors, federal agencies, state and federal officials, health plans, the Exchange Board of Directors (BOD) and Advisory Committees, and other relevant entities, as requested. This includes managing the financial aspects of relationships with the CT Department of Social Services (DSS) and CT Bureau of Enterprise Systems and Technology (BEST).
- Participate in financial aspects of contracting with outside vendors.
- Manage and comply with payroll and tax requirements.
- Prepare all marketplace assessments calculations. Manage relationships with insurance companies for billing and collection purposes.
- Participate in supporting marketplace strategic initiatives, as appropriate.
- Lead, manage and supervise accounting staff. Develop financial talent and provide career growth opportunities.
- Lead other assignments as deemed appropriate by the Chief Financial Officer.
- Other duties as required.

**Staff Management:**

- Maintain expenses within assigned budget
- Attend all required management training
- Encourage employee growth and development
- Prepare annual performance reviews and budgets.
- Meet weekly with staff and bi-weekly 1:1s.

**Qualifications:** the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum of seven to ten years (7 to 10) of experience
- Healthcare or insurance experience preferred with a strong emphasis on financial reporting, controls, and forecast modeling
- Experience with regulatory requirements, grant administration and compliance preferred
- MBA or CPA, preferred
- Proficiency in Microsoft Office products in general, with high proficiency in Excel and/or Access
- Experience with general ledger and management reporting software (ERP, BI systems)

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment**: this is an in-office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Occasional travel required.

**Equal Opportunity and Affirmative Action Employer**

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**

**Please note "Controller" in the subject line**