



## **Controller** **Spokane, Washington**

*Listening Deeply. Centering Community Expertise. Supporting Healing*

[Empire Health Foundation](#) (EHF) believes communities hold the solutions to the most pressing issues they face, and the foundation is dedicated to a community-centered approach to building healthy and thriving communities in eastern Washington. EHF is a private health conversion foundation formed in 2008 with philanthropic assets of approximately \$103M, including \$20M designated as a 501(c)(4). **EHF now invites applications and nominations for a new Controller who will be responsible for oversight of all finance, accounting, and reporting activities.**

Reporting to the Senior Finance Director, the Controller will build and manage effective and streamlined systems to support the financial functions of Empire Health Foundation and its four affiliate organizations (a 501(c)(4) subsidiary and three real estate LLCs) including accounting, payroll, accounts payable, financial reporting and analysis, annual tax filing and audit support. The Controller will ensure that EHF has the financial systems and procedures in place to effectively fulfill its mission and goals.

### **ESSENTIAL JOB FUNCTIONS**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Manage all basic accounting procedures related to payables and receivables, including reviewing journal entries and maintaining the general ledger.
- Oversee payroll administration, including reporting and maintaining employer tax records and returns.
- Work in collaboration with relevant staff to monitor, maintain, and report on state, federal, and other philanthropic grants received by EHF or its 501(c)(4) subsidiary.
- In consultation with external auditors, oversee and coordinate all audit activity and related documents.
- In collaboration with an external accounting firm, prepare underlying tax work papers, and manage the preparation and filing of annual tax returns, including Form 990/990-PF/990-T and any relevant state forms.

- Consistently analyze financial data and present financial reports in an accurate and timely manner by producing monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of financial status.
- Manage organizational cash flow forecasting by working in partnership with the senior leadership; continuously collaborate with staff to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Maintain other required regulatory filing, including annual registration with the State and WA excise/use tax reports.
- Assist the Senior Finance Director with research and data collection on other compliance matters including, but not limited to, legacy matters on self-insured workers comp, pension questions, medical malpractice liability, cost reporting, etc.
- Support the Senior Finance Director's work with the Audit and Finance & Investment Committees, including participating in presentations to the committees.
- Provide supervision and mentorship to Finance team members, as needed.
- Work closely with program leaders and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.
- Actively participate in supporting team and organizational goals.

## CORE COMPETENCIES & QUALIFICATIONS

### Functional Expertise

- Seven+ years' experience in accounting and finance. Bachelor's degree in accounting, finance, or a related field; CPA or commensurate experience preferred.
- Significant experience coordinating audit and tax filing activities, managing financial reporting, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Experience with nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Familiarity with nonprofit tax filing and knowledge of nonprofit tax laws and regulations.

### Core Skills & Abilities

- Demonstrated understanding of Generally Accepted Accounting Principles.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Excellent communication skills that foster an understanding of complex financial information. Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance staff.
- Proficiency in QuickBooks accounting software and Excel.
- Ability to work effectively both independently and as part of a team with a positive, proactive attitude.
- Strong organizational and project management skills with the ability to develop and revise systems and procedures.
- Collaborative approach, customer service orientation, and ability to respond with sensitivity, patience, enthusiasm, and timeliness.
- High level of integrity and professional maturity with the ability to exercise discretion and independent judgment.
- Humility, curiosity, and an understanding of how these qualities are connected to success in this role.
- Ability to participate in meetings and events outside of core business hours.

- Commitment to equity, and racial and social justice; and alignment with our organizational mission and values.

### **Management**

- Familiarity with the oversight of public and private funding streams and the correlating compliance and regulatory requirements.
- Experience building the kinds of controls, reporting, and forecasting capabilities that will support the creative programming strategies EHF will pursue.
- Ability to communicate the organization's fiscal position, history, and outlook in a manner that is clear, concise, and set in context for a diversity of audiences.

### **Personal Qualities and Attributes**

- Commitment to working in a mission-driven, collaborative, and community-focused environment and an unwavering commitment to quality and excellence in financial management.
- A demonstrated appreciation for being part of a diverse and inclusive team and connection to the communities served by the organization.
- An optimistic outlook and the humor, integrity, and patience necessary to work within a transformative environment.
- Comfort making strategic decisions amidst ambiguity, anticipating challenges, and seeking diverse perspectives. Resilience, adaptability, and clarity required to advance informed, constructive solutions.
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities.

### **Working at EHF**

At EHF we are committed to nurturing a work environment where all individuals are valued and respected. We believe that racial equity and inclusion are essential to organizational effectiveness and excellence. This commitment is reflected in the composition of our staff, management, and board of directors. We strongly encourage applicants from diverse backgrounds and strive to hire qualified staff reflecting the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, and socio-economic status.

EHF offers a robust benefits package including full medical and dental insurance for employees and dependents, a generous retirement plan, and PTO. Salary ranges are set according to the compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$130,000-\$140,000. Hybrid office time and limited travel are expected for the role.

Please visit our [website](#) to learn more about the foundation.

### **To Apply**

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[Carolyn Ho](#) is assisting Empire Health Foundation with this search. Applications should be submitted through the [application portal](#). Inquiries and nominations can be sent to [info@carolynhoconsulting.com](mailto:info@carolynhoconsulting.com).

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there is any accommodation that we can provide to support you in your pursuit of this role.

*Empire Health Foundation is an Equal Employment Opportunity employer. We respect and seek to empower each individual and lift up the diverse cultures, perspectives, skills, and experiences within our organization.*