



**Job Title:** Controller  
**Reports to:** Director of Finance  
**Department:** Finance

**FLSA Status:** Exempt  
**Grade:** 18

### **Summary Overview:**

The Controller is accountable for executing the process to fulfill State and Federal regulatory reporting requirements for Access Health CT (AHCT), a quasi-public agency, and maintaining its commitment to accurate and transparent management and external reporting, treasury and cash management, accounting systems, as well as meeting audit requirements, and ensuring a strong control environment. Reports to the Director of Finance and supervises the Payroll & Benefit Specialist and functions.

### **Essential Duties and Responsibilities:**

- Manage the day-to-day activities and efficiency of accounting unit workflow processes. Ensure accurate and timely recording, reporting and reconciliation of general ledger entries in addition to the month-end, quarter-end and year-end close processes; (e.g., review and approve all accounting entries in the G/L and all periodic closing reconciliations; approve employee expense reports, resolve ad-hoc accounting and Finance Team issues, etc.).
- Oversee all payroll and benefit issues and processes including the annual open enrollment for AHCT employees. Counsel AHCT employees with payroll and benefits questions and assist the Payroll & Benefits Specialist as needed.
- Maintain internal controls over the Exchange's accounting and financial policies and procedures including documentation as required for Governmental Accounting Standards Board (GASB) compliance. Ensure proper segregation of duties and proper authorization of transactions.
- Oversee the annual market assessment process and assist in the analysis and projection of annual and quarterly insurance carrier earned premium and assessment rate scenarios.
- Participate in supporting marketplace strategic initiatives and the development of strategic models and scenarios for financial projects that can lead to new revenue opportunities.
- Manage relationships with the CT State Insurance Department (CID) and approximately 80 insurance carriers for billing and collection purposes.
- Ensure that the preparation and external filing of financial reports is accurate, timely and in compliance with government requirements as promulgated by the GASB including preparation of the annual Management's Discussion and Analysis (MD&A) portion of the financial statements.
- Manage the treasury and cash management functions including cash flow management, grant drawdowns, review and approval of bills to be paid and accounts receivables and collections in partnership with the Director of Finance. Act as authorized signatory on AHCT checks and banking transactions.

- Coordinate the annual independent audit, single audit, CMS SMART audit, and all State of CT audits of AHCT, including preparation of financial statements, footnotes, accounting schedules and support. Attend all Audit Committee meetings, and BOD meetings as needed. Maintain open channels of communication with all auditors.
- In collaboration with Finance and business colleagues, prepare timely and useful monthly/quarterly financial reports and variance analyses as well as ad hoc reports for the senior leadership team and AHCT Board of Directors.
- Ensure AHCT assets are safeguarded, physical asset inventories are conducted periodically, and all fixed asset transactions are recorded timely and accurately.
- Project lead for Finance department projects as assigned. Participate in the financial aspects of contracting with outside vendors, (e.g., RFP analytics). Collaborate with the Finance Team on financial system and reporting enhancements and streamlining processes to further improve system efficiency and effectiveness.
- Direct several complex processes that are essential for proper financial reporting, successful audits and required regulatory reporting with various Federal and State agencies, (the Governor and CT Auditors of Public Accounts, the Office of Fiscal Analysis, the Connecticut Legislature, Connecticut State Agencies, Office of the Inspector General of the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight (CCIIO), and Centers for Medicare & Medicaid Services (CMS)).
- Assist with the management of grant funds in accordance with applicable rules, regulations and fund source guidelines, as well as all required implementation and administrative reporting including grant progress reports, award budget updates, no cost extensions and grant closeouts.
- Attend meetings of appropriate state, local and regional organizations, perform other liaison functions to coordinate efforts in the program area, and performs related duties as required.
- Maintain well-rounded knowledge and understanding of AHCT's business, programs, and offerings.
- Other duties as assigned.

**Supervisory Responsibilities:**

- Hold employee(s) accountable for reaching their goals, maintaining performance standards and demonstrating the company's values
- Prepare mid-year and annual performance reviews
- Meet regularly with staff and conduct bi-weekly 1:1's
- Attend all required management training sessions
- Review and approve time sheets of direct reports
- Conduct interviews and participate in the hiring and onboarding process as needed
- Model the company's values
- Promote and support professional development
- Maintain and enhance supervisory skills through training and continuing professional education

**Qualifications:**

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

- Bachelor's degree with a major in accounting and/or finance required; MBA and/or CPA strongly preferred
- Minimum of 8 to 10 years of experience in accounting/finance; **3-5 years audit experience required**; payroll & benefits experience preferred
- Ability to manage multiple, concurrent complex processes/projects and changing priorities
- Excellent analytical and organizational skills; highly detail-oriented
- Exceptional written and verbal communication skills with the ability to effectively communicate with multiple levels of the organization and external constituents
- Experience working in governmental, health care, insurance or other regulated environment with a strong emphasis on financial reporting, controls, and forecast modeling; experience with Federal government contracting regulations and/or grant administration and compliance preferred.
- Strong computer skills and knowledge of *Microsoft Office* products with high proficiency in Word and Excel required, other relevant software experience preferred, (e.g., *NetSuite, Paylocity, FinQuery*)
- Familiarity with the Affordable Care Act and a strong commitment to healthcare advocacy preferred

**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 2 days per week and a remote role 3 days per week. In-office noise level in the work environment is usually low. Requires fast-paced deadlines and has high stress at times. Minimal 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.