

CHOICE Regional Health Network

Job description

Title: Financial Controller

Reports to: COO

FLSA status: Exempt

FTE status: 1.0 FTE

Hours: 8 a.m. – 5 p.m., Monday through Friday

Location: Olympia, WA with some remote flexibility

Salary: \$85,000 - \$95,000

Who we are

[CHOICE Regional Health Network](#) is a nonprofit organization dedicated to improving community health across Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum counties. To do this, we facilitate collective planning and collaboration with local healthcare leaders, community partners, and Tribal governments, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

The opportunity

We are currently seeking an experienced financial professional to provide strategic support and guidance across our organization's day-to-day financial operations and bookkeeping systems. As the Financial Controller, you will be joining a dynamic and highly collaborative team that engages state, regional, and Tribal partners with the collective goal of improving health access, awareness, and quality of care across our region.

In this role, you will be responsible for all financial analyses and planning, including statements, budgets, long-term forecasts and trends, financial models, and key performance measures. You will also prepare and interpret management reports for investments and program contributions, develop and strengthen internal accounting policies and procedures, and assist in audit preparation and support.

Major duties

Finance

- Develop strategies to achieve sound financial practices.
- Manage the annual audit process.
- Monitor, report, and reconcile all financial accounts.
- Oversee and report monthly expenditures.
- Provide a complete set of records of financial transactions for the agency.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Prepare the annual budget and consult our leadership team in finance-related discussions and decisions.
- Submit reports as required with state and federal agencies, and grantors, in a timely manner.
- Prepare and complete semi-monthly payroll, including payroll tax filing and W2 processing.
- Generate bi-weekly check runs.

- Prepare all Accounts Receivable and Accounts Payable transactions.
- Staff the Finance Committee of the Board of Directors.
- Other duties as assigned.

Grant and contract management

- Provide financial advice and support to program managers during grant and contract development process.
- Oversee financial grant and contract management, including filing, reporting, and contract queries.
- Maintain active grant and contract files.

Qualifications

- **Education:** Bachelor's degree or higher in accounting or a related field. CPA preferred. Comparable education in a similar field will also be considered.
- **Preferred work experience:** At least five years of progressively responsible experience in finance management, preferably in a small business or nonprofit environment. Prior experience working in payroll software. Knowledge of federal, state, and private grant tracking and reporting procedures.

Competencies

- **Leadership:** Serves as a role model for supervising staff; leads with cultural competency, humility, respect, and emotional intelligence; promotes a work environment and team culture that fosters engagement, trust, and inspiration.
- **Equity-focused:** Skilled in implementing strategies that address and dismantle historically oppressive and inequitable policies. Comfortable engaging in conversation around all systems of privilege, and actively learning about the intersection of racial equity and social justice with health care systems.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships across staff, stakeholders, and community partners, including with those who have been historically excluded and underserved.
- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting
- **Teamwork:** Work effectively, proactively, and collaboratively with program staff, stakeholders, and other state and regional partners.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for targeted and diverse audiences. Models and creates a culture that values listening and candid conversation.

Benefits

Salary range

\$85,000 - \$95,000

Benefits

Paid time off (PTO) with excellent medical, dental, and vision benefits, including employer-funded HSA, and retirement plan with employer match.

Equal opportunity

CHOICE Regional Health Network provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity

applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

How to apply

Please email your resume and cover letter to hr@crhn.org with the subject line "Application for Financial Controller"