

## Job description

Heritage on the Marina is proud to be one of San Francisco's premier Life Plan Communities set among yacht clubs, parks and beautiful shoreline. Nearby Fort Mason Center offers a farmer's market, art galleries and special events. Enjoy a short five-minute walk and enjoy beautiful views of the Golden Gate Bridge, and grassy parks.

Join our small, unique, and amazing Life Plan Community.. We have approximately 100 residents, comprised of approximately 65 in Independent Living, 15 in Assisted Living and 20 in Health Center. Our smaller size enables us opportunities to connect on a more individualized basis with our residents, staff and community.

**Job Summary:** The Controller directs financial and accounting functions of the SF Ladies Protection & Relief Society d/b/a Heritage on the Marina and its operations and programs. The Controller has oversight of the Information Technology of the organization. The Controller is a member of the Executive Senior Management Team of Heritage on the Marina. The Controller supervises other employees in Accounting as well as consultants who perform services related to accounting, payroll, and information technology, and works with various members of the Board of Directors and its committees.

### Job Responsibilities:

- Establishes and maintains internal controls for the purposes of accurate and timely financial reporting, protection of the organization's assets, risk management, and compliance with regulatory agencies.
- Recommends, implements, and monitors organizational policies and procedures related to managing expenses, revenue, and assets.
- Maintains, operates, and supervises General Ledger, Accounts Payable, Accounts Receivable, and Payroll functions.
- Prepares and records monthly journal entries to reflect on-going and special financial transactions.
- Maintains database of resident information as needed for accounting and financial information, including certification and re-certification of resident incomes.
- Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, earnings, and cash flow, based on past, present, and expected operations.
- Compiles annual budget based on information gathered from CEO, HR, ED, and Department Heads.
- Presents annual budget to Board of Directors for approval. Prepares and analyzes monthly financial reports including statements of income and expense, investment information, capital expenditures, and census.
- Implements a variance reporting system and discusses major variances from budget with CEO.

- Monitors cash flows for multiple bank accounts and ensures reserves for disbursements.
  - Monitors investment assets and records monthly changes.
  - Provides financial information, analysis, and administrative support for committees of the Board of Directors, including a role as staff liaison to Finance, Audit, and Pension Committees.
  - Custodian of corporate records.
  - Oversees insurance program, including advising management about insurance coverage for protection against property losses and potential liabilities. Coordinates and prepares work papers for annual Audit and tax return preparation.
  - Prepares and files reports required by regulatory agencies.
  - Regularly monitors and reviews all 3rd party business agreements and contracts to ensure proper due diligence and protect the organization from excessive risk.
  - Reviews and makes recommendations regarding changes in contracts and services to residents or with other organizations connected with Heritage on the Marina.
  - Analyzes financial information provided by individuals applying for residency as private or life care residents.
  - Reviews application financial forms, applicants' financial documents, and tax returns for the purpose of assessing the probability of applicants' financial resources being adequate to meet the financial obligation under the contract.
  - Works with Marketing Director and Resident Assistance Fund Committee to determine if applicants with limited financial resources should be admitted. Also reviews financial information of ongoing residents who are requesting financial assistance because they are exhausting their assets.
  - Serves on Safety Committee and other in-house committees as assigned.
  - Is a member of the Executive Senior Management Team in supporting the CEO in the overall direction of Heritage on the Marina and the San Francisco Ladies' Protection and Relief Society.
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- May be assigned to be on-call for the Administrator-In-Charge function when the person with primary responsibility is away from the facility for an extended time. Other duties as assigned.
  - Assigns and directs work of outside IT consultant to maintain optimal operation of file server, desktop workstations, laptops, wireless networks and other IT equipment. Plans for purchases and upgrades and maintains Heritage on the Marina computer network.
  - Supervises staff who perform duties related to accounting and payroll. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
  - All other tasks assigned by the Chief Executive Officer.
  - Maintains strict resident/employee confidentiality.

## **Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills.
- Must read, analyze, and interpret financial reports, general business periodicals, professional journals, technical journals, legal documents or governmental regulations.
- Must be able to write reports, business correspondence, policies, and procedure manuals.
- Ability to effectively present information to groups of residents, employees, and board members.
- Must be able to respond to questions from groups of managers, Board Members, residents, employees, regulatory agency personnel, and the general public.
- Ability to apply advanced mathematical concepts such as exponents, quadratic equations, and statistical analysis. Ability to interpret and apply mathematical operations to financial functions for analysis. Ability to convert financial functions into application programs. Ability to produce and interpret graphs to illustrate financial positions.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- Must possess advanced skills for spreadsheet, word processing, and accounting software. Database and PowerPoint experience is required.
- Must have an understanding of and use generally accepted accounting principles.
- Must be able to multi-task and prioritize.
- Must be a manager as well as an accountant, and be able to manage projects from start to finish.
- Excellent customer service skills are required.

## **Education and Other Qualifications:**

- Bachelor's degree (B. A.) from four-year college or university; and five to ten years related work experience.
- Must be willing to train for, pass and maintain an RCFE Administrator credential.
- Previous experience in senior living or health care is desirable.
- The Controller also manages general IT services. Experience with computer networks and general information technology is preferred.
  
- Must complete and pass a physical examination with tuberculosis (TB) screen prior to employment.
- Employment contingent upon fingerprint clearance from the Department of Justice.

This is a full-time, salaried exempt position with benefits.

Heritage on the Marina provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.'

#### Work Remotely

- No