

West Virginia Hospital Association Position Description

ORGANIZATION DESCRIPTION

The West Virginia Hospital Association (WVHA) is a statewide 501 (c) (6) trade association located in Charleston, WV that provides support to the 72 member hospitals and health systems throughout the state. The member services include advocacy and representation at the state and federal level; communications on technical issues and media related issues; data and information on payment and quality related issues; and education on technical issues as appropriate.

TITLE Controller

REPORTS TO

Vice President, Financial Policy

POSITION DESCRIPTION

The Controller will be responsible for general accounting functions of WVHA and its affiliates, including month and year end processes, general accounting functions and assisting in processing payroll/benefits.

PRIMARY RESPONSIBILITIES

Accounts Payable:

- Process vendor invoices and ensure timely payments.
- Prepare checks for signature and monitor payment cycles.
- Reconcile corporate credit card statements.
- Manage intercompany accounts.

Accounts Receivable:

- Receive and deposit checks in accordance with internal procedures.
- Prepare and issue invoices for receivables.

Banking & Reconciliation:

- Reconcile monthly bank statements and investigate discrepancies.
- Reconcile accounts related to investments, taxes, and liabilities.

Grants Management:

- Manage the financial aspects of federal and state grants.
- Track grant income and expenditures.
- Complete required grant financial reports and maintain grant records.
- Work closely with grant staff and oversight agencies to ensure compliance.

Reporting & Compliance:

- Prepare and issue year-end 1099s and other required financial reports.
- Collaborate in the preparation of tax returns for multiple tax identification numbers.
- Annual audits, including preparing schedules, gathering documentation, and liaising with auditors.
- Prepare monthly financial statements and internal reports.
- Create and post monthly journal entries.

Payroll/Human Resources:

- Preparing and process bi-weekly payroll, including updates to employee deductions, tax tables, and retirement contribution limits.
- Serving as the Human Resources liaison for the organization.

EDUCATION/EXPERIENCE

- Bachelor's degree in Accounting, Finance, or a related field (required)
- 3+ years of professional accounting experience
- Proficiency in accounting software and Microsoft Excel
- Knowledge of GAAP and nonprofit or grant accounting (preferred)
- Strong organizational skills and attention to detail
- Ability to handle confidential information with integrity
- Experience managing grants and working with government agencies
- Familiarity with payroll systems and tax reporting requirements
- Strong written and verbal communication skills
- Ability to meet deadlines and manage multiple priorities

COMPENSATION

Salary will be commensurate with the candidate's experience level, and a competitive fringe benefits package is provided.

REFERENCES

References will be required, and employee must pass a criminal background check and drug testing.

TRAINING AND EVALUATION

All new WVHA employees are subject to a transition period of the first six (6) months of employment, during which time the employee may be dismissed without prior notice or obligation. Continued employment after the six (6) month period is dependent on a satisfactory appraisal of the employee's performance by the employee's supervisor(s).

TO APPLY

Please forward a letter of interest and resume to:

Melanie Dempsey, Vice President, Financial Policy
100 Association Drive
Charleston, WV 25311

Or

mdempsey@wvha.org