



Controller

Mission

Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality.

Vision

Waimānalo Health Center is dedicated to the continuous advancement in quality healthcare while assuring universal access for all. We believe that our values of Aloha, Mālama I Ka Pono, Mālama I Ka 'Ohana, and Mālama I Ka 'Āina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, 'ohana, community, and 'āina over generations.

Core Values and Guiding Principles

Our values at Waimānalo Health Center promote Hawaiian-centered diversity, equity, and inclusion by welcoming all members of the Ko'olaupoko community to access our holistic services ranging from traditional Hawaiian healing practices to Western medicine.

Aloha: We listen to people with our full attention, seeking to know them and understand their health care and wellness needs and aspirations for themselves, their family and community. We will respond, to the best of our abilities, as caring, compassionate, engaged, and professional partners in healthcare.

Mālama I Ka Pono: We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

Mālama I Ka 'Ohana: We believe that wellness embraces the whole family, and we welcome their participation in the healthcare of their loved ones. Our belief extends from the Ahupua'a of Waimānalo throughout Ko'olaupoko where we build the foundation for good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Mālama I Ka 'Āina: We understand the importance of one's sense of place and the holistic nature of health and wellbeing. Through integrative services we support the balance of body, mind, and spirit, while respecting one's cultural connectedness to the 'āina of Hawai'i. Ka Maui O Ka 'Āina A He Maui Kānaka: The Life of the Land is the Life of the People

We are seeking a dedicated, talented, and team-oriented Controller to join our `ohana (family) to support our mission and values.

Waimanalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits.

Summary

Reporting to the Chief Financial Officer, provides professional accounting oversight and control of the financial activities of the Waimanalo Health Center. Oversees finance department activities ensuring

accuracy of inputs and compliance with GAAP and WHC financial policies throughout the year. Through direct reports and their subordinates, coordinates the overall financial activities and reporting schedules to meet State, Federal and WHC deadlines. Regularly analyzes and summarizes data and prepares reports for CFO's review. Actively engages management team in the budgeting and financial management processes. Actively participates on the Finance and Leadership teams. Regularly meets with accounting and billing staff to review work progress and deadlines. Supports the CFO in achieving and monitoring organizational financial outcomes.

Qualifications

- Bachelor's degree from an accredited college or university is required. A Master's degree with CPA is preferred. A major in accounting highly preferred; In lieu of a major in Accounting, five or more years of experience performing professional level accounting oversight in a mid to large size non-profit employer. Experience must include use of payroll and accounting systems, budgeting systems, grants management and audit work coordination. Must be proficient with Excel and Word. Knowledge of Abila (formerly Sage) MIP accounting software is a plus. Experience with other mainframe accounting and inventory software is desired.
- Federal Grant accounting experience preferred Experience in healthcare environment.
- Knowledge of fund accounting. Knowledge of property asset management/inventory. Understanding of A-133 audit and non-profit reporting requirements
- Knowledge of the principles and practices of accounting. Knowledge of computerized accounting functions and database structures. Ability to write clear and effective reports, letters, memos, etc. Ability to prepare, analyze and present financial statements and reports. Ability to prepare audit work papers. Ability to communicate and work effectively with people of diverse social, economic and racial backgrounds.
- Demonstrated leadership, team building and change management skills.

Certificates, Licenses, Registration

- Two-Step Tuberculosis clearance is required.
- Proof of full vaccination and booster against COVID-19 is required