



Job Summary

Controller/Accountant

The Controller is an effective partner to the Director of Finance practicing a forward-looking and proactive stance to managing finances. Works with the Director of Finance on financial administration, business planning and budgeting for Sunnyside Village in a manner that provides staff with timely and accurate information and enables maximum effectiveness in their work. Supervises and collaborates as appropriate to carry out payroll and accounting functions for Sunnyside Properties and affiliates. Practices a strategic approach; flexible, thinks outside of the box to make things possible within the parameters of board and administrative policies.

Schedule Details

Full-time

Qualifications

1. Bachelor's degree in accounting with a thorough knowledge of accounting regulations that govern scope of responsibilities. 2. Solid accounting skills and background; experienced in the operations of a nonprofit organization. 3. Proficient in MS Office Word, Excel, and accounting software programs. 4. Excellent interpersonal skills with ability to handle sensitive and confidential matters. 5. Detailed oriented with strong and effective oral and written communication skills. 6. See the following pages for Physical & Mental requirements, Culture Expectations, and Infection Control / Standard Precautions information.

Job Description

Develop and manage direct reports to maximize effectiveness and efficiencies of financial operations. Provide accounting department new hires with a comprehensive onboarding process specific to the essential functions of the position and the overall Accounting Department. Evaluate direct reports for formal performance evaluations and salary adjustments. Counsel employees and



coordinate staff training when needed. Maintain proper documentation of performance, behavioral and discipline issues. Engage members of the management team to facilitate cross-departmental collaboration that ensures all financial solutions positively support Sunnyside's evolving strategy, operations, and other data management. Model behaviors that consistently support the "Team environment" and cultivate healthy and effective relationships. Employ an intentional process that delivers information in support of department needs and empowers staff campus wide. Consistently demonstrate a cooperative and supportive style that fosters mutual respect. Maintain awareness of the impact behaviors and attitudes have on subordinates and co-workers. Practice effective communication style, speaking in non-financial language when necessary to translate and teach financial literacy. Financial and Operational Management

- Collaborate with the Director of Finance on operational issues as they arise; communicating detailed information in a timely fashion.
- Assist in the preparation of annual operations and capital budgets in collaboration with the Director of Finance.
- Assist in the timely preparation of informative financial reports for department heads, management team, Finance Committee, and the Board of Directors.
- Monitor finance department procedures, processes, and systems for maximum efficiency. Present improvement recommendations as dictated by demand for management consideration.

Accounting

- Ensure all assets and liabilities are accounted for in compliance with all tax and financial requirements, generally accepted account principles, and the established account and financial policies of Sunnyside.
- Ensure that financial staff maintain financial records in accordance with generally accepted accounting principles and monitor the use of all funds to assure they are expended within the intended purpose.
- Structure activities within scope of work to maximize productivity and efficiencies.
- Supervise accounting functions for Sunnyside Properties and affiliates.
- Maintain depreciation schedules for Sunnyside Properties and affiliates.
- Oversee all billing services performed on behalf of Sunnyside Health Services. Adhere to billing requirements of government programs and private third-party payors to which claims or requests for payment are submitted.
- Coordinate periodic third-party review of Sunnyside Health Services billing and cost reporting practices.
- Comply



with the document retention requirements under state and federal law and regulations with regard to all medical, financial, and administrative records concerning health care services. Payroll •Oversee payroll functions in collaboration with key staff on a timely basis. •Oversee preparation of quarterly 941 and SUTA reports. •Oversee the preparation/ mailing of W-2 statements in accordance with legal guidelines. •Coordinate annual audit of the Sunnyside Retirement Plan. Life Leases •Maintain life lease schedules for Independent living. •Record and make bank deposits for lease payments. •Prepare payouts for terminating leases. •Submit appropriate life lease status reports regularly to the Director of Finance and Executive Director for review. Annual Financial Audits / Tax Returns / Cost Reports / Other •Assist the Director of Finance in the coordination of annual audits with CPA accounting firm. •Provide year-end trial balance and detail schedules for auditors and tax preparers. •Oversee the preparation of the annual Medicaid and Medicare reports. •Oversee the preparation of the annual Form 990 tax returns. •Prepare annual report to Department of Agriculture for Sunnyside Foundation. •Calculate annual resident property tax credit. •Prepare detail for annual worker's comp audit, engaging the Human Resources department and others as appropriate.

Benefits

Please See Sunnyside Village Employee Benefits Page for a full listing of current benefits

Join Team Sunnyside

Sunnyside Village is one of the most highly respected not-for-profit Christian senior living communities in the Sarasota area. Serving our community for over 50 years, we offer residential living, assisted living, in-patient therapy, short-term rehabilitation, long-term comprehensive care, and palliative care, all within our distinctive 35-acre neighborhood. Sunnyside's mission is to enrich the lives of others and enhance their quality of life in a loving Christian environment. The heart of our mission enriches the lives of our staff and all whom we serve daily. If you are looking for an opportunity to make a difference in people's lives, you will find work with a purpose at Sunnyside!

Come, join your unique talents with Team Sunnyside - We are stronger together!