



Emerald Communities is a mission-focused, not-for-profit organization that provides leadership for its affiliate organizations to create and enhance lifestyle opportunities for seniors. We are a 30-year old organization-serving seniors in the Pacific Northwest. Over the past decade, Emerald Communities has expanded its Redmond campus and created a new start-up community in Gig Harbor. We have plans to continue expanding our existing communities and pursue other growth opportunities.

We are searching for a Corporate Controller for our corporate office located in Redmond, WA. The Corporate Controller is a hands-on, collaborative leader with responsibility for the day-to-day operation of the Accounting department as well as oversight of the Financial Planning and Analysis function.

Pay Range: \$160,000.00 - \$185,000 .00

In addition, you will be eligible for a bonus based on performance.

We offer:

100% paid medical, dental and vision, employer paid life insurance and AD&D for employees working 30+ hours/week (Option to buy-up if desired). In addition, we offer a Flexible Spending account for medical and childcare reimbursements with a \$500.00 rollover feature (No Rollover on childcare) AND the option to purchase Long Term disability insurance. Eligibility begins the first of the month following 30 days of employment. Employees are able to enroll in our company's 403(B) plan (Eligibility on 403b – 20+ hours per week) – We match 50 cents for every dollar saved up to 10% of your annual salary. Matching begins the first of the quarter following 1 year of employment. Full-time employees are eligible to accrue up to 16 paid time off days, 6 paid holidays and 3 personal days. Pro-rated paid time off is available to part-time employees.

In Addition, we offer:

Tuition reimbursement
Employee Discount Program
Employee Assistant Program (EAP) through Wellspring Family Services
Gym/Pool
Free meal

Education and Experience:

- Bachelor's degree in accounting, finance, or business-related field.
- CPA or CMA designation preferred.
- Minimum five years' experience supervision of accounting and/or finance personnel.
- Experience in senior living or non-profit organization preferred.

Required Knowledge, Skills and Experience:

- In-depth knowledge of Generally Accepted Accounting Principles as they pertain to Senior Living.
- Strong expertise in computer systems, including Microsoft Office.

- Third Party billing knowledge preferred (Medicare/Medicaid/Managed Care).
- Professional leader with strong interpersonal communication skills.
- Ability to relate well to residents and staff with excellent customer service focus.
- Ability to produce accurate work in a timely manner.
- Positive, flexible, and solution oriented.
- Ability to prioritize and efficiently handle multiple tasks within deadlines.
- Good judgment and common sense.
- Keeps sensitive information confidential.
- Pleasant and poised at all times.

Essential Functions:

- Oversees day-to-day operations of the accounting department including, payroll, AR/AP, cash, actuarial database, fixed assets and Financial Planning and Analysis.
- Prepares financial statements as directed by VP, Chief Financial Officer.
- Manages the reconciliations general ledger, schedules and sub-ledgers.
- Assures that all accounting department functions are carried out accurately and efficiently.
- Administers finance/accounting computer system.
- Monitors operating cash and transfer of funds as necessary (online banking).
- Responsible for the preparation of annual budgets with financial goals established by the Board of Directors.
- Interfaces with Board of Directors and board Finance Committee as needed.
- Coordinates cost reporting process for Medicare and Medicaid.
- Acts as liaison with auditors and tax preparers. Coordinates annual audit and tax preparation.
- Keeps VP, Chief Financial Officer informed of accounting activities and issues.
- Assures that needs and requests of residents and staff are met in a timely manner.
- Coordinates with Director of Human Resources on benefits and payroll issues.
- Carries out special projects as requested by VP, Chief Financial Officer.

Essential Duties as Manager:

- Responds to internal and external communication timely and appropriately utilizing customer service approach.
- Develops & implements departmental policies & procedures.
- Assists in preparation and oversight of financial modeling and forecasting.
- Participates in applicable committees and meetings as required.
- Selects candidates, trains, assigns and supervises staff, directly or through subordinates. Recognizes positive contributions, initiates disciplinary action and consults with Human Resources regarding employee issues.
- Completes all annual staff performance appraisal forms, directly or through subordinates; delivers to VP, Chief Financial Officer by due date. Meets with staff members on an ongoing and continual basis to review performance and provide feedback, guidance and instruction needed.
- Completes required in-service training.
- Promotes a teamwork mentality throughout all aspects of position.
- Communication and support of campus wide initiatives and goals to staff to ensure all employees are aware of the organization's overall goals and objectives.

- Supports employee Safety programs and initiatives, ensuring no lost time caused by work related injuries.

If you are interested in joining our growth and mission-driven team, we want to hear from you!

Please email or mail resume and cover letter to:

*Ashley Horsefield: Corporate Recruiter
Emerald Communities
10901-176th Circle NE
Redmond, WA 98052
Ashleyh@emeraldcommunities.com*

All Emerald Heights employees must pass a criminal background check and other pre-employment requirements. We are an E-Verify employer.

Emerald Communities is an Equal Opportunity Employer