



Neighborhood Health – Controller  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Controller to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Controller, you will:

- ✓ Assist the VP/CFO with the development and supervision of the accounting and purchasing departments.
- ✓ Prepare month-end closing, year-end closing, and prints appropriate reports on accounting software.
- ✓ Supervise bi-weekly payroll.
- ✓ Take responsibility for the accuracy of the general ledger.
- ✓ Ensure that all general ledger distributions (including payroll) for various grants are correct and entered on a timely basis.
- ✓ Ensure that all related payroll taxes are paid and returns are filed on time.

Requirements:

- Three years of overall experience required, including 1+ years of managerial experience.
- Experience with non-profits preferred.
- CPA license is preferred.

Education Requirements:

- Bachelor's degree in Finance/Accounting or Business Administration.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)