



Portland Main Office:
9035 SE Foster Rd., Portland
Phone: 503-872-8822
www.ahscpdx.org

JOIN OUR TEAM!

CONTROLLER

Controller is the primary financial officer on AHSC staff with accountability for the financial integrity of the organization, overseeing all accounting operations, financial reporting, cash management, financial regulatory compliance and audit functions.

Qualifications: Requires Bachelor's degree in accounting, business administration, or related field. Seven or more years progressively responsible experience with a non-profit organization or business with 20 or more employees. While not required, preference for Bilingual English and Asian language such as Chinese, Vietnamese or Korean.

Compensation: Starts at \$110,000 annual salary, and higher depending on experience.

EMPLOYEE BENEFITS: Paid Holiday / Vacation / Sick Leave, Health / Dental / Vision Insurance, 403(b) Retirement Plan

HOW TO APPLY

Apply Online @ ahscpdx.org/ahsc-employment
Email questions to jobs@ahscpdx.org



ASIAN HEALTH & SERVICE CENTER

Portland Office:
9035 SE Foster RD.
Portland, OR 97266
Phone: (503) 872-8822
Fax: (503) 872-8825

www.ahscpdx.org

Beaverton Plaza Office:
3800 SW Cedar Hills Suite 196
Beaverton, OR 97005
Phone: (503) 772-5880
Fax: (503) 872-8825

JOIN OUR TEAM!

Asian Health & Service Center mission is to be the bridge between Asian and American culture and build a harmonious culture. We pursue this mission through our vision to reduce health inequity and improve health care quality for all Asians.

CONTROLLER

The Controller is the primary financial officer on staff with accountability for the financial integrity of the organization, overseeing all accounting operations, financial reporting, cash management, financial regulatory compliance and audit functions. The Controller reports to the CEO and directly manages the accounting team, coordinates with external bookkeeping firm, manages payroll and certain benefits administration, ensures adherence to federal, state, and local grant regulations, and serves as a key strategic partner to senior leadership in budget development, financial planning and grant management.

Pay Range: Compensation starts at \$110,000 annual salary and higher depending on experience. The position is full-time with a competitive benefits package.

Primary office location: 9035 SE Foster Road, Portland, OR

KEY RESPONSIBILITIES:

1. Accountable for accuracy and compliance of all financial record keeping and reporting pertaining to all AHSC activity, assets and liabilities.
2. Supervision of accounting staff and external bookkeeping firm.
3. Monitor all bank accounts and cash balances to assure consistency of records and availability of operational cash.
4. Prepare monthly and special financial reports for agency leadership, board and funders as needed.
5. Oversee and authorize accounts payable activities & accounts receivable activities, including check production, AR and donation reconciliation and grant auditing.
6. Fulfill fiduciary role as Plan Administrator for AHSC retirement plan and Health Savings Accounts. Collaborate with HR staff on health insurance enrollment and compliance.
7. Manage payroll processing via 3rd party payroll platform (current ADP).



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8. Develop and maintain system for cost allocation compliant with federal, state and local government grant regulations.
9. Lead decision making, implementation, and ongoing optimization of all accounting software and financial recording keeping systems.
10. Staff lead for annual independent audit process, any government agency grant audits, and the preparation of all required tax filings, such as IRS Form 990, Oregon CT-12 and payroll filings.
11. Respond to COO/CEO as assigned with accurate and timely work to pursue new resources and clarify organizational financial needs.
12. Develop an annual budget in collaboration with Senior Management Team.
13. Other duties as assigned by CEO. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SKILLS AND ABILITIES REQUIRED:

1. Knowledge of generally accepted accounting principles and non-profit accounting practices.
2. Essential and effective communication skill in all level and ability to present to staff and leadership.
3. Essential and effective interpersonal skills in relating to superior and all level staff, inter agencies and communities.
4. Good organization, management, and accounting skills.
5. Strength in assessing organizational financial needs and multitasking in different projects.
6. Experience as administrator of accounting software and information management systems.
7. Good verbal skill and fluent in speaking English. Able to speak Mandarin and Cantonese Chinese, Korean, or Vietnamese is a plus.

QUALIFICATIONS:

1. Requires Bachelor's degree in accounting or business administration, or related field.
2. 7 or more years progressively responsible experience for a non-profit organization or business with 20 or more employees.
3. Proven success in working with diverse communities and demonstrates interest in AHSC mission.