

## Vice President of Accounting

This position reports to Chief Financial Officer of Total Community Options (TCO). TCO is a rapidly expanding, evolving family of non-profit companies whose objective is to help aging seniors remain independent and in their own homes and communities as long as possible by providing a continuum of care. The companies offer medical services through its PACE (Provider of All-Inclusive Care for the Elderly) programs at Total Longterm Care and Total Community Care, unskilled care through Seniors Inc!, an adult day program through Johnson's Adult Day Center, and low-income housing at Pinewood. It also administers a single entry point block grant. The company has been growing rapidly through organic and acquisition growth. TCO is currently in 3 states, California, Colorado and New Mexico, and has plans to add more locations in these states as well as others. This position is located in Denver, Colorado.

- Lead the Accounting functions (general accounting, billing, AR, AP, day to day treasury functions, and claims processing) to enable them to successfully support multiple sites and multiple businesses in a rapidly changing and evolving environment.
- Partner with all departments throughout the organization.
- Develop and support staff.
- Lead the monthly close process ensuring accurate and timely reporting. Attesting to the accuracy of all company financial reports including the monthly financial statements, implementing a robust internal control environment, evaluating and implementing accounting systems.
- Oversee the performance of the external audit and preparation of the 990s.
- Provide technical accounting GAAP guidance and support.
- The department consists of about 20 people.

### EDUCATION AND EXPERIENCE

- The successful candidate will be a CPA with +5 years experience directing an accounting operation in a +\$200M environment, preferably in insurance or healthcare.
- Must be a problem solver with proven experience successfully handling and implementing multiple complex projects, including system conversions and integrations.
- Must have experience as both a leader and manager with a proven ability to work and succeed in a changing environment.
- Experience with non-profit accounting, tax credit accounting, and foundation accounting helpful.

### PERSONAL CHARACTERISTICS

- Strong strategic and critical thinking skills with ability to implement complex aspects of strategy and achieve results from a ground floor beginning; capable of setting and managing priorities.
- High level of intelligence and analytical ability; sound common sense and business judgment, including financial acumen; capable of independent, critical thought processes with demonstrated problem-solving abilities.
- Excellent oral and written communication skills, including active listening skills and the ability to convey complex ideas in simpler terms.
- Self-motivated and directed, with a hands-on orientation and focus on achieving results.
- Emotionally grounded; objective and open-minded approach to issues and direction-setting; ability to align vision and adjust, as needed, to changing circumstances; pragmatic; can work within the realities of the business to achieve goals.

TCO offers competitive compensation programs as well as generous benefits. Send resume with salary requirements to [srightley-lewis@tcc-llc.org](mailto:srightley-lewis@tcc-llc.org) or fax to 505-924-2665 or mail to Total Community Options, Attn: Susan Rightley-Lewis, 904 Las Lomas Rd. NE, Albuquerque, NM 87102.