



**Experts in Orthopedic Care**

## **CONTROLLER**

<b>POSITION SUMMARY</b>
Provide leadership and coordination of the company's accounting function, including the company's internal control processes. Ensure the company's accounting procedures and processes conform to generally accepted accounting principals.
<b>ESSENTIAL FUNCTIONS</b>
<ul style="list-style-type: none"> <li>• Responsible for timely, accurate and efficient accounting close on a monthly basis for multiple related companies.</li> <li>• Managing accounting functions on a day-to-day basis including accounts receivable, accounts payable, inter company transactions, payroll, treasury management, procurement and general ledger accounting.</li> <li>• Manage cash; monitor daily balances, receipts and disbursements, prepare cash flow forecasts.</li> <li>• Enhance accounting department use of software and other available technology including leading implementation of new software and training of key employees.</li> <li>• Preparation of monthly, quarterly and annual financial statements for all related companies.</li> <li>• Prepare and assist with preparation of a variety of reporting duties including internal and external reporting including but not limited to Finance Committee monthly reports, monthly reports to be distributed to parties inside the organization, Annual Benchmarking Reports, Annual tax return reports as well as others as needed.</li> <li>• Design and supervise the preparation of the monthly management financial reporting package.</li> <li>• Responsible for the preparation of the annual budget as well as monthly variance reporting.</li> <li>• Provide financial analysis to support the development of compensation and benefits plans.</li> <li>• Develop analyze and implement internal controls and process improvement as necessary.</li> <li>• Seek opportunities to revise or create new policies and procedures to improve efficiency and effectiveness of the accounting department.</li> <li>• Design, establish and maintain organization structure and staffing to effectively accomplish the company/department goals and objectives.</li> <li>• Training and development of staff.</li> <li>• Responsible for local state and federal tax compliance and reporting (including payroll, property and sales and use tax compliance and reporting).</li> <li>• Assist in the management of vendor relationships.</li> <li>• Establish and implement short and long-range accounting department goals, objectives, policies and procedures</li> <li>• Manage projects and initiatives as assigned.</li> <li>• Must be able to keep all information confidential</li> <li>• Recommend various personnel actions, including but not limited to performance appraisals, disciplinary actions, time off schedules, and hiring.</li> <li>• Perform other duties associated with this position as deemed appropriate.</li> </ul>
<b>GENERAL COMPETENCIES DESIRED</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of accounting theories and practices.</li> <li>• In-depth knowledge of healthcare industry including terms, process, acronyms and workflow.</li> <li>• Ability to handle responsibilities independently, prioritize, multi-task, and meet strict deadlines.</li> <li>• Ability to give, receive, and analyze information; formulate work plans; and prepare written materials.</li> <li>• Ability to communicate effectively (orally and written) and maintain effective working relationships across the company including executive leadership team, physicians, senior team members, as well as with outside vendors</li> <li>• Advanced PC skills including familiarity with accounting and financial programs such as Peachtree, Excel and Word as well as integration between software.</li> </ul>
<b>PHYSICAL DEMANDS</b>
Requires prolonged standing or sitting and frequent bending, stooping or stretching. Requires long hours, sometimes in excess of 8 hours per day. Requires eye-hand coordination and manual dexterity necessary for operation of basic office equipment such as keyboard, calculator, telephone and copier. Requires hearing and eye sight in normal acuity range. Working in office environment.
<b>CREDENTIALS DESIRED</b>
At least 5 years of accounting experience in a healthcare company. Physician practice experience is preferred. At least 2 years of management experience leading accounting teams in a healthcare company. Must be a CPA with recent healthcare experience required.