

Title: Controller

Position Summary: The Controller is responsible for maintaining all accounting information.

The accounting functions include cash receipts and deposits, bank reconciliations, billings / accounts receivable, property taxes, payroll, cash management, insurance, and accounts payable and check writing, maintaining depreciation, prepaid, and accrual schedules, general ledger postings, budgeting and forecasting of cash-flow, and production of financial statements. In addition, this position will also oversee all risk management components of the Company, while using outside resources as necessary.

Reporting/ Organizational Structure: The Controller reports directly to the VP of Operations and will work strategically with respect to all financial and/or accounting related matters. The Controller should also expect to work in close conjunction with other members of leadership, and in close proximity to the following departments: ***Facilities and Operations, Marketing, Human Resources, and Billing Department.***

Preferred Educational Requirements:

- B.S. Accounting/ Finance degree; Master's degree, or equivalent combination of education and business experience in related field.
- Demonstrated competency with the *Essential Responsibilities* at a managerial or executive level.
- CPA would be beneficial and desirable.

Essential Duties & Responsibilities:

- Reinforce Company Core Values
- Responsible for tracking, inputting and development of accounting records.
- Prepare monthly accounting entries, work papers and internal financial statements.
- Prepare monthly financial statements and other reports
- Prepare various monthly schedules and account reconciliation
- Cash management / controller activities, including cash receipts, cash disbursements, cash planning & payment of bills
- Responsible for work with outside professionals to facilitate filing of various tax forms as needed, including those related to payroll, property taxes, state and federal returns, among others
- Supervision and management of billing department staff and their responsibilities
- Oversee A/P and A/R functions
- Work with tax professional to maintain amortization and depreciation schedules
- Read and analyze contracts for subsequent recording of necessary accounting entries and processing of related payments
- Work with HR to process all payroll related transactions
- Work with IT /operational team members to ensure expenses are controlled
- Oversee facility related expenses and work with facility team members to control costs on utilities, routine maintenance, other requested maintenance items, and any capital improvements
- Managing budget and cash flow forecasting for strategic conversations
- Provide weekly reports regarding certain accounting and metric related items.

Assisting the VP of Operations and/or other management members with:

- Communication with lenders and assistance in reporting requirements for lenders
- maintaining, filing, and compliance matters with organizational and governing documents
- Identify, evaluate, and propose various cost saving initiatives
- Responsible for oversight of risk management for the company, including administration of the various insurance policies.
- Responsible for any other tasks as so directed by company VP.

Essential Qualities, Attributes and Skills:

- Ability to work effectively within a team environment.
- Must have excellent organizational skills, problem solving skills and strong attention to detail.
- Works independently to manage a high volume of data in the various stages of the process.
- Ability to manage multiple projects simultaneously and meet deadlines with consistently high-quality work production in a fast-paced, environment. Must be detailed oriented.
- Able to advise and interact with all levels of management.
- Outstanding analytical and communication skills
- Strong PC skills are essential.
- Must be proficient in Microsoft Office - Word, Excel, Outlook, and QuickBooks.
- Must be able to work independently with minimum supervision and confidentiality.
- Demonstrated ability to work in a collaborative environment and engage internal / external clients in negotiations.
- GAAP accounting procedures, rules and regulations

Commitment To Financial Health, Sustainability, and Legacy

At Tuck Chiropractic Clinic, we strive to be our very best. We do this through our Commitment to Excellence. We want our employees to have a great place to work, our doctors to be able to provide great quality care, and our patients goals are being met through great clinical outcomes, great experience with our clinics, and we are always creating value for their healthcare dollars they spend. The Controller must continuously balance the demands on the resources and assets of the organization, and work to ensure that our mission to achieve the highest-quality chiropractic care is achieved. Additionally, the Controller will serve the greater good of the organization by helping to maintain an excellent work environment, and working to secure a financially prosperous legacy, that will be sustained for many generations to come.