

Position Specification

Health & Wellness Industry Controller

The Company

Our client is a leading innovator in the health and wellness industry. They are the leader in their specific market niche. As the company embarks on the next chapter in its journey as a world class leader in Precision and Preventive Medicine, it has identified a need to augment its current leadership team. The company strongly desires someone who can help the business with its day-to-day accounting and financial functions. Also, this will allow the company to become less reliant on outsourced solutions to provide this information. As such, the company is looking to hire the newly created role of Controller to lead this critical aspect of the company's business.

The Position

The mission for Controller is to transform the company's current accounting function (which is largely outsourced) into a well-run function which will help to drive the overall success of the business. Overall, the Controller role is tasked with providing reliable and timely financial statements, financial information and other metrics that meet the needs of the management team and the physician operations. This role will also be called upon to work with the company's outside advisors (outsourced accounting operations, tax, external audit, etc.) to ensure proper controls and procedures are in place to appropriately safeguard the company's assets. The successful candidate will organize the accounting function to drive costs out of the system, while improving service levels for the physician operations and other key stakeholders in the business. The Controller will provide leadership for all financial and managerial accounting and compliance activities.

Reporting Relationships

The Controller will report directly to the Chief Financial Officer. This role will also be called upon to interact with company ownership, executive leadership, the other functional areas of the company as well as with the outside physician groups. Additionally, the Controller will represent the company to the outsourced accounting services provider (AP, general accounting, etc.), external auditors, vendors and other interested parties.

Location

DFW Area

Responsibilities

The Controller will be responsible for the overall accounting, financial reporting and operational reporting functions for the company. Specifically, this role will be responsible for:

- Brining “in-house” significant operational accounting activities (currently outsourced), particularly ensuring that controller functions are responsive, have a sense of urgency, are supportive of other functional areas, strengthening to internal controls and providing a platform to support growth.
- Optimize balance between FTE’s, Outsource Partners, and interns in a cost-effective manner (relative to current run rate) that also ensures bench strength, overlap and cross-training.
- Providing the Chief Financial Officer leverage to allow more strategic focus.
- Ensuring accounting policies and procedures are consistent with Generally Accepted Accounting Principles (“GAAP”).
- Managing accounting processes, including but not limited to; optimizing ERP system functionality, timely monthly close, maintaining reconciliations of key accounts, ensuring consistency in accounting practices ad providing financial and accounting support to other functional areas.
- Making sure that internal controls are being followed, thus ensuring GL integrity, appropriate controls and approvals are in place and functioning and appropriate supporting documentation is obtained and maintained.
- Anticipating future staffing needs with growth.
- Special project work including current/planned projects (i.e. separation from PEO, direct to patient product launch, new employee expense reporting package, etc.).
- Working with external audit to ensure all controls are in place and any discrepancies noted are corrected or have a measurable action plan in place to correct the discrepancies.
- Maintaining strong relations with outside advisors (bank contacts, tax advisors, legal personnel, outside auditors) to ensure timely and accurate compliance with bank reporting, IRS tax reporting compliance, etc.
- Having processes in place for timely and accurate bank compliance reporting and covenant tracking.
- Tracking capital expenditures to ensure compliance with the capital budget.
- Handling foreign subsidiary accounting responsibilities.
- Working with the Chief Financial Officer to ensure cash flow forecasting and reporting is accurate and sufficient to anticipate and meet liquidity requirements for the company.
- Ensuring a clean chart of accounts to maintain sufficient profit & loss detail on both a physician office level and consolidated level.
- Continuously working to streamline the accounting cycle to reduce errors and time necessary to close each period.
- Focusing on containing costs for the organization—must have the ability to proactively red flag and communicate issues with expense containment—i.e. labor and operating costs, etc.
- Assisting the CFO with the company’s annual budget and quarterly forecasts.
- Monitoring and ensuring company compliance with budgets on a periodic basis.
- Providing advice and counsel to the operations management team and other interested parties as needed.
- Enhancing and/or developing and implementing policies, procedures and systems to improve the overall operational effectiveness and profitability of the company.
- Providing ad hoc analysis as requested.

Travel

Limited business travel is expected for this role.

The Candidate

Education

Bachelors/Masters in Accounting, Finance or related degree (required). MBA or advanced degree (preferred). CPA is also preferred.

Professional Qualifications

Specifically, the ideal candidates would possess:

- Minimum of 8 years of progressive corporate accounting experience.
- Ideally possess 2+ years of public accounting experience.
- Previous or current experience as a Controller would be viewed positively.
- Demonstrated understanding of full cycle accounting process.
- Capable of developing and leading a small agile team.
- Monthly close cycle experience, along with general accounting experience (i.e. – AR, AP, GL, etc.).
- Inventory management experience.
- Excellent Microsoft Excel skills.
- Need to possess experience in dealing with sales taxes.
- Sage/Intacct ERP experience would be a plus as would Avalara sales tax platform experience.
- Previous experience in eCommerce and consumer focused businesses would be helpful.
- Must have an excellent business sense and strong understanding of operations.
- Past or current experience with a private equity-backed organization is a plus.
- Prior experience with a multi-locational business.
- Mid to large-sized company experience would be a plus.
- Business acumen, strategic thinking and leadership skill.
- Track record of establishing priorities and ensuring completion and delivery of work in a timely manner.
- Demonstrated willingness to devote the hours necessary to assure that projects are completed on a timely basis.
- Ability to work in and thrive in a fast-paced environment.
- Understanding and commitment to work in an organization which values respectfulness, customer focus and taking initiative.
- Capable of handling multiple, high-priority responsibilities.
- Sets high standards and holds people accountable in a positive and effective manner.
- Ability to scale/grow as an individual.

Personal Skills and Attributes

- Aptitude for serving as the professional complement to a high-energy and experienced CFO who has a strong focus on scalability.
- Strong sense of urgency, willingness to “role-up” sleeves and be very hands on.

- Ability to build and maintain a diverse set of relationships with multiple types of people on the broader team—should have a non-siloed business focus.
- Open, informal, self-aware, detailed, agile, fast-paced, skilled, genuine and versatile individual who can influence without often resorting to authority.
- Must have a highly collaborative interpersonal style and be friendly, collegial and respectful.
- Fit with the casual and fun culture—must have a sense of humor yet still have “fire in the belly”.
- A hands-on person who is a metric driven decision maker.
- Strong ability to listen, coupled with a customer-service orientation.
- Views their business activities as not just a business, but as a mission.
- Learner interested in his/her own development.
- Demonstrated “business wisdom”. The ability to frame hypotheses based on experience, then reframe based on new data (as opposed to repeating a rigid formula from the past).
- Courage and decisiveness balanced with humility—must be a role model with low ego.
- Someone who views challenges as opportunities to be embraced rather than problems to be avoided.
- A high degree of personal integrity, ethics, transparency and honesty.
- An enjoyment of challenge and a desire to build a business.

To learn more about this opportunity or provide a confidential referral, please contact:

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