

## JOB DESCRIPTION: CONTROLLER



### Overview of Company

The Collective is a multidisciplinary, outpatient behavioral health company that provides integrated care services to adults and adolescents. The Collective was founded to create a differentiated behavioral healthcare network that redefines the current delivery system through utilization of a multidisciplinary level of care for individuals requiring support for Major Depressive Disorder, General Anxiety Disorder, Trauma, and other mood disorders. The Company's uniquely integrated and data-driven approach to care is the cornerstone of The Collective's focus on delivering superior outcomes to its clients.

Our three fundamental pillars drive our culture, team, and mission:

- Quality Care
- Client Experience
- Clinician Empowerment

At The Collective, we believe a Client First mentality leads to quality care and we have strong conviction that in order to be Client First, we must be Employee First. Our team is a collection of passionate individuals who care for our clients and each other. Our collaborative and energetic culture is the basis for our success as a company.

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### Position Summary

The Controller is a key member of the Finance team who is responsible for leading and building the Company's accounting function to ensure timely and accurate monthly closings and financial reporting. The ideal candidate will have proven multi-site, multi-market accounting experience in a healthcare delivery organization.

Aside from a depth of industry knowledge, a successful Controller is passionate about mental health and thrives working in a startup environment where things move fast and change often. The Controller will be provided a significant amount of autonomy and will be relied on to build out the general accounting functions and internal financial controls.

**Reports to:** COO/VP Finance

### Essential Duties and Responsibilities:

- Responsible for completion of monthly accounting close and preparation of the monthly management financial reporting package.
- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Prepare monthly, quarterly, and annual financial statements.
- Build out accounting processes around monthly reporting, revenue recognition, AR and write-offs, payroll, tax, AP, annual audit, systems, treasury, and other items, as applicable.
- Work with VP of RCM to ensure appropriate accounting of RCM activities.
- Coordinate with lenders, auditors and other appropriate external advisors.
- Support financial budgeting and forecasting processes.
- Perform other related duties as necessary or assigned.

**Job Requirements & Skills:**

- Bachelor's degree in Accounting; CPA or MBA preferred.
- 8+ years of progressive experience in accounting or finance.
- 5+ years of management and supervisory experience.
- Knowledge of Sage Intacct accounting software.
- Experience with multisite healthcare organization.
- Experience with GL, AR, AP, along with RCM activities across private / public insurance plans.
- Excellent organizational and analytical skills.
- Ability to manage multiple projects simultaneously.
- Thrives in a startup environment.
- Passionate about mental health and wellness.
- Proficient in Microsoft Office Suite.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.