

Helix Diagnostics – Controller

Accountability	Priority	% Time	Success Factors
<p>Day to Day Accounting</p> <ul style="list-style-type: none"> • Maintain accounting classification of bank transactions, set-up rules to promote efficiency • Complete monthly reconciliation of cash, manage bank statements & close accounts not needed • Complete monthly reconciliation of leasing and other assets and liabilities • Manage Fixed Assets and CAPEX: validate physical existence, ensure proper classification, and prepare/post depreciation and amortization entries • Review payroll, book payroll entry and provide reports to departments • Upon transition from PEO, may complete payroll related tasks and analyze for fluctuations – W-2, 401k, ST disability, benefits • Perform other corporate-level financial accounting such as, but not limited to: department allocations, consolidation, equity method accounting, and special transactions • Complete monthly close – entries and statements • Reviews reports for variations and recommend adjustments • Apply cash to Accounts Receivable as back-up to billing team • Attach documentation to Accounts Payable as back-up to payables specialist • Manage chart of accounts and formatting of financial statement and reports • Deposits cash in bank 	1	45%	<ul style="list-style-type: none"> • All reconciliations completed monthly and accurately • Cash recon/flow completed accurately and timely • Minimal errors in payroll • Month end close and statement were accurately completed within 10 business days after month end and with no errors • Positive feedback received from other departments • Chart of accounts was maintained, reviewed and updated as needed • Minimum financial surprises experienced • Positive feedback was received from external contacts, leadership, managers and CFO
<p>Reporting and Support</p> <ul style="list-style-type: none"> • Ensure all core processes are documented • Maintains financial security by following internal controls • Handle audit and external lender requests as needed • Work jointly with CFO and CPA firm regarding tax planning, YE audit, etc. • Resolve ad hoc accounting issues as they arise • Aid in the implementation/documentation of new accounting policies, standards and guidelines • Keep informed about current legislation relating to finance and accounting • Member of project team for accounting software transition to new system • Member of project team transition from cash to accrual basis accounting 	2	45%	<ul style="list-style-type: none"> • Project deliverables completed timely and accurately • Requested were responded to within 24 hours • All core processes were documented, updated and audited annually
<p>Administrative</p> <ul style="list-style-type: none"> • Live core values • Support all departments in building processes and analytics to measure efficiency and effectiveness • Set and manage personal/professional development • Attend one-on-one meetings with CFO • Attend team meetings • Assist CFO and leadership with projects and complete as requested 	3	10%	<ul style="list-style-type: none"> • Core values consistently demonstrated • Meetings attended on-time, prepared and engaged • Project deliverables completed timely and accurately • Positive feedback from CFO and other leadership was received