



## **CERTIFIED PUBLIC ACCOUNTANT (CPA)**

### **COMPANY OVERVIEW**

Michigan Kidney Consultants (MKC), P.C. is Southeast Michigan's largest board-certified nephrology group. Our physicians and nurse practitioners are dedicated to providing the latest, most advanced diagnostics and treatments available for kidney disease and end-stage renal failure. MKC offers appointments in eight locations in greater Detroit, Michigan, including Troy, Royal Oak, Southfield, Novi, Pontiac, Clarkston, Rochester Hills and Sterling Heights.

All of our physicians are board certified in the sub-specialty of nephrology as well as internal medicine. A nephrologist is a physician who has been educated and trained in kidney disease, kidney transplantation, and dialysis therapy.

### **POSITION SUMMARY**

As the leader of the accounting and billing teams, we are looking for a CPA to closely monitor our Practice's financial health. The controller maintains, manages, and analyzes financial statements, payroll, budgets, tax compliance issues, and more. We are looking for a financial expert who has worked across a broad spectrum of industries, specifically in healthcare preferred. The controller will supervise a team of three staff and report directly to the executive director of the practice.

### **ESSENTIAL DUTIES**

- Provides comprehensive financial updates to senior management by evaluating, analyzing, and reporting appropriate data points
- Guide financial decisions by applying company policies and procedures to current economic landscape
- Develop, implement, and maintain financial controls and guidelines
- Achieve budgeting goals with proper scheduling, analysis, and corrective action
- Maximize payroll efficiency through innovative process development
- Help develop and support short and long-term operational strategies
- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of private contributions, loans, and government contracts
- Maintain internal control safeguards for the receipt of revenue, costs and both team and organizational budgets and actual expenditures
- In conjunction with the executive director, establish financial and operating benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis



- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
- Oversee and support accounting and billing teams with dynamic leadership that creates an environment of trust and productivity
- Manage asset allocation and depreciation schedules
- Property tax reporting to all municipalities where we have offices and assets
- Oversee periodic ledger review and assist accountants in creation of new ledger accounts and complex entries in Quickbooks
- Acts as administrator of Quickbooks, assigning users and passwords
- Adjusting and closing journal entries
- Prepare K1's to all MKC shareholders
- Manage employee bonus calculations and taxation
- Quarterly income and corporate tax estimates (give amounts to accounting so the taxes get paid timely)
- Assist with loan applications and line of credit renewals
- Income tax preparation, federal and state; income tax filing
- Assistance with shareholder buy-outs and amortization schedules
- Year-end calculation of PUC (personal use of car) for tax purposes

#### **SKILLS AND QUALIFICATIONS**

- Bachelor's degree in business, accounting, or related field
- 10+ years proven accounting experience with 5+ years' experience as a senior-level accounting or finance manager
- CPA required
- Professional accounting certification, including CMA, CGA, or CA
- Strong understanding of economic and banking processes
- Strong working knowledge of detailed financial data analysis
- Working knowledge of finance law and regulatory standards (GAAP)
- Proven payroll experience, with a focus on streamlining accounting processes
- History of financial project management
- Working knowledge of federal, state, and local tax compliance regulations and reporting