



**INTERIM ACCOUNTING MANAGER/CONTROLLER (Temporary – Full-Time)
Seven Month Position w/Possibility of Ongoing Full-Time Employment**

Position Available beginning December 3rd, 2007 through July 3, 2008

This key position reports to the CEO and is responsible for oversight and management of all accounting staff and functions. This is a temporary position while our Controller is on a leave of absence beginning in mid-February which will provide a period of time for training on our processes and systems.

We are seeking a professional who is a quick learner, able to operate independently, and able to effectively manage a small team. The candidate should be comfortable managing in-house payroll processes and have strong problem-solving skills. An accounting degree and comfort with excel is required and proficiency with accounting software desired.

For the right person, there may be opportunities elsewhere in our company after the interim period for this role is complete.

At San Luis Sports Therapy, we offer competitive compensation, a supportive work environment, health and dental benefits, as well as a retirement plan.

Primary Responsibilities

Oversee Daily Accounting Functions of multi-entity, multi-location, multi-state healthcare organization

- Daily Deposits
- Accounts Payable
- Payroll

Supervise One FT AP/Payroll Staff, Three PT Revenue Accounting Staff, and One PT Accounting Intern

GL Accounting, Fixed Assets, Bank Reconciliations and Monthly Close

Payroll Taxes including Quarterly Federal and State Reporting

Work-Comp Audits

Monthly Reporting

Manage Cash Flow and Banking Relationships

Secondary Responsibilities

Assist CEO/CFO as needed

Communication with outside accountants

Work with Billing/Collections Department to properly account for Revenue

Prepare Property Taxes

Assist with Year-End Tax Preparation
Assist with Accounting Policy & Procedures
Assist with 401(K) and Profit Sharing Retirement Plan Administration
Assist with Budgeting and Planning

Requirements

4 Year Accounting Degree and 2 Years Experience, or,
2 Year Accounting Degree and 5 Years Experience with progressive growth in responsibilities, or
8 Years Experience with progressive growth in responsibilities
General Ledger Accounting Experience (through Closing)
Thorough understanding of Payroll Processing including Federal and California Payroll Taxes and Filings
Fixed Asset Accounting
Microsoft Excel

Preferred Experience

Businessworks/MAS 50 Accounting software
Creative Solutions Fixed Asset Software

Compensation/Benefits

\$3,500 to \$6,000/month depending on experience and qualifications
Supportive work environment
Independence/Flexibility
Opportunity to Grow
\$250/month toward Health & Dental
Three-Weeks Paid Time-Off Annually
Profit Sharing Plan
401K

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