

Controller

JOB DESCRIPTION

Midwest Express Clinic is a leading chain of Urgent Care centers in the Chicagoland and Northwest Indiana area. We are currently looking to hiring a terrific mind with great potential for growth. This role will play a large part in our continued growth!

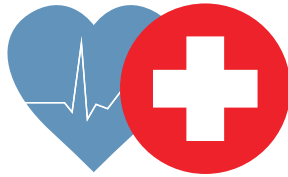
We are seeking a Full Time Accountant/Controller. This person will work autonomously to support our expanding management team and urgent care centers in the Northwest Indiana and Chicagoland area. This position will be responsible for planning financial audits that test internal controls and the accuracy and reliability of financial reporting systems and financial information operational audits are concerned with the efficiency and effectiveness of operations.

The position will also include establishing and maintaining accurate financial records, reports and statements in accordance with Generally Accepted Accounting Principles (GAAP), the Internal Revenue Service Code (IRS). The role requires being flexible and adaptive to a fast-paced, high growth environment while demonstrating initiative and accountability.

DUTIES AND RESPONSIBILITIES:

- Prepares and analyzes financial statements on a monthly basis, including income statement, balance sheet, and statement of cash flows.
- Prepares reconciliations, work papers and analysis for assigned balance sheet and income statement accounts to ensure the balances are correct/reasonable, to identify any reconciling items which need to be addressed and that the accounts are in accordance with GAAP. Ensures that all supporting documentation is with the work papers and that all work papers are appropriately referenced to the support and GL.
- Prepares tax return schedules, surveys, reports and/or other government/agencies filings as assigned. Serves as a resource for operations finance and other associates with regard to IRS.
- To plan, coordinate and conduct independent complex financial and operational audits to test for accuracy.
- Documents business transactions.
- Prepares and posts general ledger journal entries.
- Interprets and analyzes financial information posted to general ledger accounts.





- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Includes month end expense analysis.
- Researches balance sheet items and income/expense fluctuations utilizing various systems and information sources.
- Executes ad hoc projects as assigned by manager.
- Perform investigations of suspected fraud or misappropriations, assist in due diligence reviews of proposed affiliations, mergers and acquisitions, and complete special projects as assigned.
- Provide technical accounting, financial, operational, information technology, policy and compliance audit.
- Effectively communicates with other bank departments in order to obtain necessary information to accurately resolve open items on a timely basis.

REQUIREMENTS:

- Advanced experience in Quickbooks.
- Bachelors Degree in Accounting with 5 or more years Internal Auditing and/or Accounting experience or 2 or more years public accounting experience.
- Proficient knowledge of GAAP.
- Excellent communication and technical skills.
- Project management skills.
- Communicating audit results/deficiencies in constructive fashion, coming up with action plans to solve problems.

BENEFITS:

- We offer generous compensation with great work-life balance
- Comprehensive medical, dental and vision plans
- Short & Long Term Disability Benefits
- Life Insurance
- Paid time off

Midwest Express Clinic is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

