



## **Controller**

### **COMPANY INFORMATION**

Millstone Medical Outsourcing is a fast-paced, high growth company in need of motivated and hard-working individuals to assist in its expansion. We are looking for an enthusiastic individual to join our team as our Controller. Millstone's business focus is sterile and non-sterile packaging of medical devices and 3PL logistical and warehousing services for our medical devices Customers. Millstone is FDA and ISO registered and employs a detailed internal quality system to ensure compliance.

### **JOB DESCRIPTION**

The Controller will report directly to the CFO with responsibility for all operational areas of accounting including general ledger, accounts payable, credit and collections, cash receipts and payroll. Leading all day-to-day finance/accounting operations with functional oversight and the supervision of a three member team. This position will have responsibility for assisting in preparation of Board presentations; working directly with external auditors, working closely with the senior leadership team, department heads and Managers and ensuring that Millstone has the systems and procedures in place to support effective program implementation and accurate financial and management reporting. The Controller will work closely with Program Managers and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations. In addition, s/he will partner with the CFO, senior leadership, HR and IT to enhance, integrate and streamline finance functions.

### **RESPONSIBILITIES**

- Own the month end close process including closing each accounting segment, ensuring all entries have been posted and the review of all income, expense and balance sheet accounts to ensure all accruals and necessary transactions have been accounted for.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicating monthly, quarterly, and annual financial results.
- Assist with the tracking and proper costing of inventory and work in process.
- Compare actual results to the financial budget with a view to identify, explain and where necessary correct variances as appropriate.
- Perform cost benefit analysis, valuation analysis and track key performance indicators and other critical metrics.
- Oversee all ledgers and reporting systems ensuring compliance with all appropriate GAAP standards and regulatory requirements.
- Demonstrate leadership skills and experience in managing the finance group through collaboration and teamwork.



- Develop and mentor the members of the current accounting team, clarify roles and responsibilities and develop and implement a cross training programs in order for them to reach their full potential, preparing them to assume increased responsibilities.
- Assist with all cash management and treasury responsibilities and help with bank reporting requirements.
- Review weekly ADP payroll processing to ensure the correct payments are being made to employees and the expense is being properly recorded within the ERP system.
- Coordinate all audit activity for both financial and 401(k) audit engagements with the Company's Outside Auditors.
- Provide leadership in strengthening internal communications with follow employees at all levels throughout the organization; create and promote a positive and supportive work environment.

#### **SKILLS REQUIRED**

- Bachelor's degree in Accounting or Finance
- 10 - 12 years' accounting experience; with at least 4 in a Controller position
- CPA and/or MBA preferred
- Strong understanding of US GAAP
- Strong working knowledge of Oracle or an equivalent ERP system
- Strong Excel skills
- Excellent communication skills
- Highly organized and efficient
- Strong business acumen and technical accounting skills
- Flexibility to work beyond standard business hours when necessary to meet business objectives and deadlines as needed.

#### **CONTACT**

Interested candidates should send resumes to [hr@millstonemedical.com](mailto:hr@millstonemedical.com) or apply in person at 580 Commerce Drive, Fall River, MA 02720.

#### **FOR ADDITIONAL INFORMATION**

Millstone Medical Outsourcing offers a competitive salary, health, dental and vision benefits, 401(k) with company match and a warm, friendly working environment. To learn more about Millstone Medical Outsourcing's opportunities, visit us online at [www.millstonemedical.com](http://www.millstonemedical.com).