



Director of Finance / Controller

Job Description

Job Summary:

Carrot Medical is seeking a Director of Finance / Controller that is motivated to join the diverse and fast-paced Carrot Medical Team based in Bothell, WA. This person will be responsible for all financial aspects of the Company to ensure transparency and compliance. The candidate must be able to interface with the entire Carrot Team as well as work independently to ensure that Carrot's finances are accurate and in compliance.

Summary of Essential Job Functions:

The Director of Finance / Controller is responsible for internal accounting/bookkeeping/financial reporting functions. Some specific tasks are general ledger management, billing, collection, accounts payable, prepare and maintain weekly cash flow, and payroll.

Other duties may be assigned as necessary to assist in meeting Carrot Medical's Corporate Goals & Objectives.

Tasks & Qualifications

The ability to perform following tasks will be considered when evaluating the Director of Finance / Controller candidates:

- Provides financial/accounting reporting support to CEO and Leadership Team
- Prepare financial information and provide answers for outside auditors. Manage year end audit
- Provide financial leadership to transaction teams including analysis, due diligence and execution of services agreements
- Sales and use tax filings for 20 States (monthly/quarterly/yearly); B&O tax filing for WA; property tax filing for city
- Prepare and maintain weekly cash flow
- Commission calculation for Sales & Service Teams
- Prepare and mail out 1099's at year end
- Manage employee benefit programs
- Work with insurance broker on business insurance
- Prepare all financial documentation for workers' comp audit (annual)
- Provides other tasks as needed
- Hands-on QuickBooks G/L, A/R, A/P, P/R experience is required
- Must be able to comply with regulatory requirements
- Ability to identify new opportunities to grow the business

Education / Experience / Travel

- Minimum of a BA in Finance; and ideally with a CPA
- 7 - 10 years of overall professional experience; ideally 5+ years of broad financial and operations management experience
- Background using Salesforce.com is also desired
- Must be able to travel up on an as needed basis to in order to understand the business

Benefits & Compensation

- Healthcare, Dental, and Vision Plans
- Company Matched 401(k) Plan
- Annual Bonus Opportunity
- Salary DOE