



Director of Accounting

Choice Spine, LLC

Company and Position Summary

ChoiceSpine is a privately held company based in Knoxville, TN and a leading designer, manufacturer and marketer of specialized spinal implants, instrumentation and biologics for the surgical treatment of complex spinal disorders.

The Director of Accounting, as the leader of the accounting team, will direct and perform the monthly and annual financial close processes, generate or approve associated general journal entries, and prepare financial statements and reports. The Director of Accounting will also assist in completion of the annual budget and monthly forecasting processes. Additionally, the Director of Accounting will be the primary liaison between the Company and its external Auditors while ensuring that company assets are adequately safeguarded through an adequate control environment and that all financial reporting is prepared in compliance with financial policies, SEC requirements and US GAAP.

Essential Duties and Responsibilities

- Oversee the general accounting function, which includes inter-company accounting, cash management/reconciliation, fixed assets, financial reporting, balance sheet management.
- Ensure that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.
- Provides technical accounting GAAP guidance and support to all company entities. At times, this include involvement in due diligence and other activities surrounding acquisitions & dispositions.
- Ensures that company financial records, under responsibility, are maintained in compliance with company policies, US GAAP and lender agreements. Responsible for viewing monthly/quarterly account reconciliations and other documents to ensure this compliance.
- Ensures that company financial reports are prepared in compliance with policies and directives, US GAAP, SEC reporting requirements and lender agreements.
- Supervises the completion of Federal and State reporting requirements, insurance reports and other reports required by government regulation.
- Coordinates work relating to both internal and external audits in the periodic review of the company financial records. Is further responsible for the implementation of agreed upon recommendations, related to areas of responsibility, resulting from the audit findings.
- Oversee the compilation of the Company's annual budget completion and accounting group's assistance with monthly forecasting.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree in Accounting required
- CPA Required, with extensive knowledge of US GAAP
- 5-10 years of Accounting and Financial Reporting Experience

- Strong Communication, Management and Analytical skills
- SAP Experience preferred
- Extensive Microsoft Office (Excel and Word) skills required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working environment is typical of an office environment. The noise level in the work environment is usually moderate.