



AMERICAN ACADEMY  
OF FACIAL ESTHETICS

The American Academy of Facial Esthetics (AAFE) are looking for a well-organized and detail-oriented person to join our organization! The controller position is responsible for the accounting operations of the AAFE. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk. The controller is also responsible for ensuring the accuracy of the company's reported financial results. The position is also responsible for cash management and risk management.

### **Principal Controller Accountabilities**

#### **Management**

1. *Maintains and enforces a documented system of accounting policies and procedures.*
2. *Manage outsourced functions.*
3. *Oversee the operations of the Accounting Department, including the design of an organizational structure adequate for achieving the department's goals and objectives.*
4. *Oversee the accounting operations of all sister companies, especially their control systems, transaction-processing operations, and policies and procedures.*

#### **Transactions**

1. *Ensure that accounts payable are paid in a timely manner.*
2. *Ensure that all reasonable discounts are taken on accounts payable.*
3. *Ensure that all accounts receivable are collected promptly.*
4. *Process payroll in a timely manner.*
5. *Ensure that periodic bank reconciliations are completed.*
6. *Ensure that required debt payments are made on a timely basis.*
7. *Maintain the chart of accounts.*
8. *Maintain an orderly accounting filing system.*
9. *Maintain a system of controls over accounting transactions.*

#### **Reporting**

1. *Issue timely and complete financial statements.*
2. *Coordinate the preparation of the corporate annual report.*
3. *Recommend benchmarks against which to measure the performance of company operations.*
4. *Calculate and issue financial and operating metrics.*
5. *Manage the production of the annual budget and forecasts.*
6. *Calculate variances from the budget and report significant issues to management.*
7. *Provide for a system of management cost reports.*
8. *Provide financial analyses as needed, in particular for capital investments, pricing decision, and contract negotiations.*

#### **Compliance**

1. *Comply with local, state, and federal government reporting requirements and tax.*

#### **WHO WE ARE + WHAT WE DO**

The American Academy of Facial Esthetics is a teaching organization that stands apart in its educational support and outreach by combining knowledge of various medical disciplines to teach attendees new and innovative non-surgical injectable techniques. The AAFE assists healthcare practices in quickly integrating new procedures through the use of successful and proven practice management and business models. \*The AAFE is not a medical office, we are the administrative, sales, and headquarters of the operation. Although medical (esthetics) knowledge is a plus, it is not required.