

## **Controller**

### **Who is MedCline?**

At MedCline (Amenity Health, Inc.), we are dedicated to helping the millions of patients who can't get a great night's sleep. Today, we help those suffering with nocturnal acid reflux, chronic shoulder pain, and positional sleep apnea sleep better at night and feel better during the day. Our non-invasive, non-pharmacological, clinically validated medical devices are engineered to provide customers nighttime relief.

We currently offer two patented, innovative sleep solutions. Our Reflux Relief System is a sleep system designed for those who suffer with nocturnal acid reflux/GERD and our Shoulder Relief System for those with chronic shoulder pain at night. Our future product roadmap will expand beyond these conditions, expanding our products and solutions to help a broader audience.

We're a fast growing, privately held, profitable company, and we're looking to substantially increase the depth and talent in our team over the next six months to fuel our next set of product innovation and revenue growth. Our team members operate as an early stage start-up—hands on, entrepreneurial, focused on driving both strategy and execution—yet with the benefits of years of patent-protected product innovation, strong customer base, and proven product/market fit. Over the last year, we've recruited a veteran e-commerce CEO, and are led by seasoned experts in direct to consumer marketing and consumer health....and we all love a good night's sleep.

If you're passionate about growing your career with a fast paced, growth-focused company, we invite you to speak to us (confidentially, of course) about this exciting career opportunity.

### **This Position:**

As our Controller, you'll serve a critical role driving all accounting activities for our business, both strategy and execution. This is a hands-on role, providing an unparalleled opportunity to develop best practice accounting processes within the organization. The role reports directly to our CEO, with dotted line functionality to our consulting CFO. While we have others in the organization to provide support, you'll effectively serve as the "1-person accounting department", and as we expand, we expect you to grow the department under your leadership. You'll work closely with leaders in Sales & Marketing, Supply Chain Operations, plus our CEO, CFO, and Board. If you love the idea of having the freedom and accountability to lead, design, and execute an accounting department, within an organization that is poised to grow substantially over the next few years (and for your scope to grow with it), then this position is for you.

### **What You'll Do:**

- Undertake all accounting operations, including A/P, A/R, GL/Chart of Accounts, and Inventory Analysis
- Design, prepare, and finalize month-end, quarter-end, and year-end close process

- Monthly, quarterly, and annual financial statement preparation
- Prepare vendor bills and set up ACH and wire payments
- Manage all payroll processing for company's employees
- Manage and comply with state and federal government reporting requirements for tax filings, including sales tax (using Avalara)
- Develop and document business and accounting policies to maintain and strengthen internal controls
- Additional financial accounting duties as necessary

### **What We're Looking For:**

You've got a passion for process and attention to detail; you support equality between debits and credits; and love the idea of building a team. Ideally, you'll have:

- Relevant experience with the apps and systems that support the accounting of an early stage business, especially QuickBooks Online, A2X, Bill.com, Avalara, etc.
- Prior experience in an ecommerce / direct to consumer environment; knowledge of Shopify a plus
- Detailed understanding of consumer accounting (revenue, returns, discounts, COGS, inventory, etc.)
- Thorough knowledge of accounting principles and procedures (solid understanding of GAAP)
- Adept critical thinking with a strategic approach to problem solving.
- Advanced Excel skills
- A highly entrepreneurial, self-motivated, and self-directed approach. You've got an insatiable curiosity and an inability to leave a problem alone until you've found one or many different potential solutions.
- Strong interpersonal skills and the ability to effectively communicate. You have the ability to communicate effectively orally and in writing, including presenting information to a small or large audience.
- Strong project management skills with the ability to plan and prioritize

### **In Addition:**

- You're a team player—ideally a unique combination of humility (willing to do the dirty work) and ambition to drive the business and your career forward, with the ability to support/encourage your colleagues, moving everyone towards an aligned set of objectives.
- Advanced degree in Accounting; CPA preferred

### **Why Work with Us?**

We're providing meaningful, life-changing solutions for those who struggle to get a good night's sleep based on certain medical conditions. We were recently ranked #96 on Inc. Magazine's Annual List of America's Fastest Growing Private Companies. And we're just getting started.

We offer a competitive salary; discretionary bonus plan; stock options; health, dental, and vision insurance; paid time off; and a 401K plan.

We're all currently working remotely from our headquarters in San Diego, CA. While we hope to return to our fun, collaborative, in-person environment at some point in the future, residence in San Diego is preferred but not an absolute requirement for this position.

### **Equal Opportunity Employer**

MedCline (Amenity Health, Inc.) is an equal opportunity employer and makes employment decisions on the basis of merit. Our policy prohibits unlawful discrimination based on race, color, religious creed, sex, gender identity, marital or veteran status, age, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, sexual orientation, pregnancy, or any other consideration made unlawful by federal, state, or local laws.