



SEC Reporting/Accounting Manager

Job Purpose: Reporting directly to the VP Finance, the SEC Reporting and [Accounting Manger] will be responsible for the preparation and filing of all external SEC reporting documents, [as well as assisting in the monthly close].

Key Results Area:

- Coordinate and prepare all SEC filing documents in compliance with SEC and US GAAP disclosing requirements including but not limited to Forms 10-Q, 10-K, 8-K, proxy statements and annual reports
- Responsible for the reporting and managing all equity based transactions
- Monitor the development of emerging accounting and reporting rules by the SEC, US GAAP, PCAOB and other regulations
- Work with the VP Finance on all technical accounting. Document and implement all relevant technical accounting standards
- Assist in the creation, evaluation and documentation of the Company's internal controls
- Communicate with business leaders and process owners to ensure that internal controls, as documented, are being performed timely
- Conduct process walkthroughs and tests of controls
- Over time, assist in the preparation of COSO framework procedures and SOX-related deliverables, deadlines and internal and external expectations.
- Ensure timely and accurate month end processing and Monthly/Quarterly reporting (balance sheets, income statements, cash flows, EPS, etc)
- Prepare the monthly worldwide consolidation, including recording of all elimination entries
- Manage the month-end, quarter-end and annual close and reporting process
- Assist in review of Budget versus Actual fluctuations in partnership with FP&A
- Prepare monthly reporting package that presents a wide range of monthly financial results; coordinate monthly meetings that present these results
- Main point of contact with external auditors on financial statement reviews and audits

Critical Competencies:

- Strong SEC background is essential along with advanced technical accounting and US GAAP knowledge
- Communication is a focal point as this position works closely with other member of the Finance Department, various business leaders/process owners, and external auditors as part



of their daily responsibilities. The successful candidate will possess a thorough knowledge of accounting and associated procedures/processes

- Experience with XBRL tagging
- Must possess strong writing skills

Behavioral and Interpersonal:

- Ability to positively and comfortably handle and prioritize multiple tasks in a fast-paced environment with focused attention to detail
- Strong working knowledge of internal controls and risk assessment pertaining to finance, operations, and compliance
- Excellent English written and oral presentation skills and ability to tailor messaging to various levels
- Can work independently to solve problems in an organized and thoughtful way
- Handles confidential financial information appropriately
- Self-motivated positive team player

Supervisory Responsibility: Yes, 1-2 people

Education and Experience Requirements:

- Bachelor's Degree in Accounting with 5-7 years of combined relevant experience in public accounting, SEC reporting and corporate accounting/finance
- Certified Public Accountant (CPA) is preferred