



SOX Compliance Manager

Location: Waltham, MA

About Us: At Nightstar, our mission is to maintain and restore sight in patients with inherited retinal diseases. We are a clinical-stage company focused on developing and commercializing a pipeline of novel and potentially curative, one-time retinal gene therapies for patients suffering from rare inherited retinal diseases that would otherwise progress to blindness, and, for which, there are no currently approved treatments.

Job Purpose: The Sarbanes Oxley Manager will evaluate the key controls over financial reporting to assist management and the external auditors to conclude on the design and effectiveness of Nightstar's control environment for disclosure within public filings. Reporting to the SEC Reporting Senior Manager, the Sarbanes Oxley Manager will be responsible for championing Nightstar's entire Sarbanes Oxley (SOX) compliance, including documenting, monitoring, testing, redesigning, and overseeing compliance of the Company's internal control environment. The SOX Manager will be responsible for the entire SOX process at Nightstar and leverage the work of others within the Finance Department for certain tasks.

About the role:

- Work with business leaders and process owners across different functional areas to understand existing and new processes, and document these processes through narratives or flowcharts
- Evaluate and document Nightstar's internal controls
- Identify control points and gaps, develop remediating controls as necessary
- 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
- Perform COSO framework procedures
- Project manage prioritization of SOX-related deliverables, deadlines and internal and external expectations
- Review and design processes and internal controls applicable to a new enterprise resource planning system
- Identify and analyze risks inherent in financial, operational, or compliance processes
- Effectively communicate findings, observations, and recommendations through both written reports and oral presentations
- Evaluate management's responses to SOX reports and action plans and ensure they appear reasonable and are implemented effectively
- Coordinate with the Company's external auditors to ensure all of their requirements are met with respect to SOX
- Research and understand industry best practices and identify opportunities to integrate them
- Align SOX activities across multiple locations, business units and functional teams
- Plan and conduct procedures to improve internal controls, streamline processes and gain efficiencies – this includes the changing landscape associated with the implementation of a new enterprise resource planning system
- Be responsible for equity administration and information flow between the company and external service providers
- Assist with other technical accounting matters/projects as necessary



- Some travel to Nightstar's United Kingdom location may be required

Critical Competencies:

- 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 procedures and sound judgment
- Strong project management skills are critical as the role requires a need to balance and prioritize multiple ongoing projects and coordinate resources to deliver timely reports
- Must possess strong presentation skills, both written and oral, and be able to summarize findings and recommendations
- Familiarity with Generally Accepted Auditing Standards
- Familiarity of US Generally Accepted Accounting Principles
- Knowledge of COSO framework and experience with 404(b)
- Strong working knowledge of Microsoft Office necessary, especially Excel, Word, PowerPoint and Outlook

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
- Ability to work flexible hours as needed, including overtime
- Ability to get along with others, be punctual, and follow instructions

Education and Experience Requirements:

- Bachelor's Degree in Accounting, Finance, Business Administration or related field is required with 5-8 years of combined relevant experience in public accounting, internal audit, and/or corporate accounting/finance
- Certified Public Accountant (CPA) is preferred

Contact:

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