

SEC Financial Reporting Manager

Location: Cupertino, California

Reports To: Director of Accounting

Department: Finance

Classification: Exempt

Essential Duties and Responsibilities

The following is a list of major duties and responsibilities for this position along with certain supportive duties. It is not all-inclusive. Other duties and responsibilities may be added as needed and in addition; and, management may modify this job description as needed.

This SEC Financial Reporting Manager will be responsible for many facets of SEC Reporting, particularly 10-Qs, and 10-Ks. This position reports directly to the Director of Accounting while working with senior management especially with CFO to assist with special projects. Responsibilities include consolidations, drafting financial statements, drafting footnotes, reviewing XBRL, researching and implementing new accounting pronouncements, accounting issue identification and drafting contemporaneous technical accounting memos.

The candidate must be comfortable analyzing complex accounting processes, procedures, and circumstances and applying sound reasoning and judgement in making application decisions relative to SEC filings.

Candidate must be comfortable evaluating internal controls and SOX 404 compliance.

Assist within the SEC reporting process, including but not limited to:

- ✓ Preparation of Form 10-K and 10-Q including Management's Discussion and Analysis and all footnotes
- ✓ Prepare SEC disclosures checklist for completeness
- ✓ Review of XBRL data to be filed with SEC
- ✓ Preparation of the Company's consolidated financial statements, including cash flow and equity roll forward
- ✓ Provide accounting entries and reconcile accounts in responsible entities
- ✓ Research complex technical accounting issues and prepare memorandum of accounting treatment
- ✓ Liaise with external auditors during annual audits and quarterly reviews
- ✓ Manage and provide the support for PBC list from auditors and SOX 404 auditors
- ✓ Support month end and year end closing
- ✓ Participate in other projects as required

Qualifications and Experience:

- ✓ Bachelor's degree in Accounting required, Master's degree preferred

- ✓ **CPA required**
- ✓ Experience reviewing, interpreting and analyzing financial statements - high degree of attention to detail
- ✓ 2+ years of experience with a Big 4 accounting firm
- ✓ Significant exposure to SEC and financial reporting is required
- ✓ Experience with SOX 404 compliance
- ✓ Strong technical U.S. GAAP accounting knowledge
- ✓ Strong organizational skills required
- ✓ Effective written, verbal and listening skills are required; strong writing skills are critical
- ✓ Advanced Excel and word skills required, exposure to Blackline, ExpenseWatch, Certent software, QuickBooks Enterprise, Adaptive Insights are preferred