



**Position:** Senior Manager, SEC Reporting & SOX Compliance

**Reports to:** Senior Director, Controller, Finance

**Location:** Brisbane, CA

### **Summary**

The Senior Manager, SEC Reporting & SOX Compliance will primarily be responsible for the Company's SEC filings and management of the SOX compliance program. This position will also participate in a variety of other activities, including technical accounting research and documentation, month-end close accounting, quarterly reviews and annual audits and tax compliance. This is an excellent opportunity to help shape the Finance function and be part of an exciting and dynamic environment at a biotech company.

### **Specific Responsibilities:**

- Preparation of the Form 10-K, 10-Q and financial information related to the quarterly earnings releases, including all relevant support, and managing comments from internal management and external auditors to ensure timely filings
- Assist with the preparation of other SEC and statutory filings (e.g., 8-K, S-3, S-8, Proxy)
- Serves as a subject matter expert on US GAAP and SEC regulations for the preparation and filing of SEC reports
- Prepare and/or coordinate detailed work papers to support disclosures included in financial statements and SEC Filings (e.g., footnotes, MD&A, business overview updates)
- Coordinate, collect and manage feedback from management, attorneys, external auditors, audit committee, and the printer to ensure timely filings
- Establish, maintain and ensure compliance with all Sarbanes-Oxley ("SOX") documentation and requirements
- Work directly with third-party SOX providers and auditors to ensure SOX compliance program is on target
- Ensures financial statements are presented in accordance with GAAP guidelines
- Communicating status and results of SEC and SOX functions to management
- Responsible for stock compensation and equity accounting, including stock-based compensation, expense calculation and assumption evaluation
- Participation in other month-end close activities as needed

- Proactively identifies accounting & disclosure issues, and performs related research and documentation of such issues in accounting whitepapers; propose suitable disclosures and benchmark against industry standards
- Research new accounting standards and technical issues; analyze their relevance for and impact to the company and document in formal memos
- Key participant in month-end close process; produce work papers and PBC's within assigned timeframes
- Coordination with the external auditors of quarterly reviews and annual audits
- Other tasks as assigned

#### **Qualifications / Requirements:**

- CPA with a Bachelor's degree in Accounting, Finance, or Economics combined with 8+ years progressive experience in both public and industry accounting
- Excellent knowledge of US GAAP and SEC rules and regulations
- Excellent interpersonal, communication and project management skills
- Strong attention to detail, decision-making, problem-solving, time management and organizational skills

#### **Preferred Experience, Special Skills, Knowledge:**

- Experience in the Life science / biotech industry preferred
- "Big 4" public accounting experience
- Understanding of the COSO framework and experience with SOX 404(b)
- Knowledge of and experience with accounting treatment and issues related to product launch and revenue recognition
- Ability to research and propose resolutions on complex accounting issues
- Ability to successfully manage multiple projects with competing priorities and tight deadlines in a fast-paced environment
- Experience in preparing SEC financial filings for a public company, including use of SEC filing platform, such as Active Disclosure (RRD)

#### **About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug, AR101 for peanut allergy, is in Phase 3 clinical testing in North America and Europe. The company also plans to begin clinical testing of its investigational drugs for egg allergy and walnut allergy. Headquartered in Brisbane, California – the heart of San Francisco's biotechnology hub – Aimmune has additional offices in the Kings Cross area of London and in Raleigh, North Carolina.

**Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.