



JOB DESCRIPTION

I. POSITION SUMMARY:

The SEC Reporting Manager will play a key role in preparing all technical accounting memos, lead/assist in the consolidation process involving U.S. and international operations, assist in the preparation of monthly and quarterly financial statements, and review journal entries and reconciliations. In addition, this individual will lead/assist various strategic projects and ad-hoc analytics that support Company's financial operations, treasury. This individual should be comfortable in a top-tier corporate finance department, seeking continuous improvement of the financial close and the SEC reporting process.

DUTIES AND RESPONSIBILITIES:

- Responsible for the preparation and coordination of SEC 10-Q/K filings, including all financial statements, footnotes, and Management's Discussion & Analysis
- Lead the consolidation process and preparation of the consolidated financial statements (balance sheet, income statement, cash flow, and statement of stockholders' equity)
- Responsible for the preparation of other SEC filings, including 8-Ks, Proxy Statement, Section 16 filings and offering documents
- Coordinate the completion and maintenance of supporting documentation for all areas of external reporting
- Assist in preparation of standardized reporting packages for senior management and the BOD
- Monitor and enhance existing documentation of financial reporting processes and internal controls
- Complete ad hoc reporting, special projects and other duties as assigned

SKILLS AND ABILITIES:

- Extensive knowledge and familiarity of GAAP reporting standards
- Extensive knowledge of SOX compliance policy and procedures (and/or involvement with the actual reporting required under SOX)
- Proficient spreadsheet capabilities
- Strong attention to detail and the ability to work in a fast-paced work environment with minimal supervision
- Flexibility and adaptability to changing environments, tasks, and projects
- Great organizational, interpersonal, and written/verbal communication skills

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance, or related field; Master's a plus
- 4-5 years of direct SEC reporting experience
- Experience in a U.S. public company accounting department
- CPA strongly preferred; background in external auditing from a "Big-4" Accounting firm a plus
- Experience researching, resolving, documenting and communicating technical accounting and SEC reporting matters

II. COMPLEXITY OF WORK:

Requires good verbal and written communication skills, tact, accuracy, and the ability to prioritize work and work well under extreme pressure. Ability to work independently, interface with various levels of

administration and management. Must maintain all levels of confidentiality and have a professional, positive attitude towards the job.

III. SUPERVISION OF OTHERS:

Yes.

IV. RESPONSIBILITY FOR CONFIDENTIAL INFORMATION:

The majority of information processed by the SEC Reporting Manager is extremely confidential and requires utmost discretion in handling. In addition, the SEC Reporting Manager is often referred unusual and sensitive requests for information, which may involve other office staff. The SEC Reporting Manager is required to keep this information confidential and not discuss it with the other staff members in the office.

V. UNUSUAL JOB REQUIREMENTS:

May be required to perform other duties as appropriate to the needs of Emmaus Medical that are not listed and in addition to this job description.