

# Kim Finch Cook & Company

EXECUTIVE RECRUITERS AND CONSULTANTS

## Position Profile

Title: Corporate Controller  
Location: Seattle, WA  
Reports To: CFO  
Organization: Biopharmaceutical Company

### **Description: Position Purpose & Responsibilities:**

The Corporate Controller is a key member of the finance team and responsible for developing, implementing and/or maintaining processes with the Company's financial team. They are looking for an experienced, hands-on Corporate Controller responsible for all areas of general financial accounting and financial reporting and a strong leader.

### **Essential Duties and Responsibilities**

- Supervises finance and accounting staff
- Responsible for managing the month-end close process
- Works with external auditors to ensure annual audit and interim reporting is complete, timely and accurate
- Manages the development and implementation of accounting and financial controls and
- systems to ensure accurate financial records
- Researches and interprets technical accounting and financial reporting requirements of
- GAAP (e.g., Revenue Recognition, Stock-Based Compensation)
- Administers and maintains the stock option plans and stock-based compensation
- systems
- Supports the filing of quarterly and annual reports with the Securities and Exchange
- Commission and responsible for XBRL reporting
- Supports annual budget, interim financial forecasting processes, and other

- internal
- management and financial reporting
- Assists in preparation of federal, state and local reports and tax returns
- Assists on projects as needed

### **Education and/or Experience**

- Bachelor's degree in Business with Accounting or Finance concentration
- Minimum of ten to fifteen years related experience
- Public accounting experience preferred
- CPA License
- Experience with public company SEC reporting requirements including preparing/reviewing 10K's, 10Q's and proxies
- Experience with GAAP and evaluating complex accounting treatments
- Experience with ERP systems

For consideration and additional information please contact:

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