

JOB DESCRIPTION: Corporate Controller

Location: Neuspera Medical, Inc. headquarters in San Jose, CA

Reporting To: CFO and/or President & CEO

JOB SNAPSHOT:

Base Pay	Negotiable
Employment Type	Full-Time
Job Type	Administration
Education	4 Year Degree
Experience	8+ years
Manages Others	Yes
Industry	Medical Devices
Required Travel	Occasional

PRIMARY FUNCTION:

The corporate controller is a key contributor in the finance organization who manages, prepares, and administers all accounting operations, financial controls, financial reporting, external audits and tax compliance and other ad hoc analysis as required. He/she is a seasoned accounting and financial professional with experience in public accounting and in a fast-paced private and public company environment who is an established leader in a changing and growing business.

JOB DUTIES:

- Leading the accounting operations and financial reporting functions
- Maintaining a thorough system of accounting records, policies and controls designed to mitigate risk, and ensure the accuracy of the Company's reported financial results
- Applying a thorough understanding of the Company's business to all aspects of the accounting function
- Overseeing the Company's program of internal controls, policies and procedures to ensure conformance and compliance with US GAAP and other statutory requirements including Sarbanes-Oxley, if applicable
- Interacting with key stakeholders including executive and key members of management, board of directors, external tax, audit committee and external auditors
- Building strong working relationships with all functional leaders to provide strategic and accounting decision support
- Providing financial and accounting guidance to support strategic transactions and business development activities as well as key decisions across corporate and project-specific goals and objectives

- Continuing to develop an effective reporting mechanism to senior management and functional leaders as business needs evolve
- Managing all aspects of tax compliance including assistance to and coordination of outside tax provider activities
- Ensuring compliance with all federal, state, and local legislation
- Leading by attracting, engaging, motivating, and managing a high-performance team. Provide coaching, counseling, and feedback on performance

JOB REQUIREMENTS:

Qualifications and Experience:

- 8+ years' experience with at least 4 years in public accounting and the remainder in public companies; (private company experience desired) demonstrating accounting and financial reporting acumen
- Proven analytical and project management skills
- Logical and critical thinking skills
- Experience in Life Science industries preferred
- BS/BA in Accounting or Business related
- CPA required

Preferred Additional Skills:

- Experience working with executive teams
- Proven teamwork and collaboration skills
- Excellent professional written and verbal communication and interpersonal skills required.
- Ability to motivate functional teams to produce quality materials within tight timeframes and simultaneously manage several projects
- Ability to prioritize assignments, deal with interruptions, and meet deadlines in a fast paced and growth-oriented environment

Work Environment:

- Office and Laboratory
- Limited travel