

Biofrontera Inc · 120 Presidential Way, Suite 330 · Woburn, MA 01801 · USA

Job Title:	SEC Accounting Manager	Department:	9120 – Finance & Accounting
Reports To:	Controller	Revision Date	30 June, 2021

Job Purpose/Summary

The SEC Accounting Manager will be responsible for SEC reporting and compliance. This position will develop and manage all aspects of the SEC reporting process and work cross-functionally to ensure compliance with SOX. In addition, this position will be responsible for reviewing the accounting for all equity-based transactions, leases and revenue recognition as well as new accounting standards.

Duties/Responsibilities

- Prepares the Company's SEC financial reporting on Form 10-Q, 10-K and 8-K including creation of auditable support, and leads the analysis of the content
- Assists in the preparation of other SEC filings such as the proxy statement
- Partners with department leaders to ensure appropriate internal controls exist in the accounting process and related information technology applications and processes, and that proper documentation exists
- Responsible for managing the accounting and reporting for all equity-based transactions
- Responsible for managing the accounting and reporting for all leases
- Responsible for reviewing revenue from contracts with customers
- Assists with technical accounting research and documentation of new policies and procedures
- Monitors the development and applicability of emerging accounting and reporting rules being deliberated by the SEC, US GAAP, and other regulators
- Assist in the preparation of materials to support audit requirements/requests and quarterly reviews including interacting with auditors
- Oversees the financial reporting to the key stakeholders, including regulatory agencies, ensuring financial statements are prepared accurately

Qualifications and Experience Required:

- Bachelor degree is required; advanced qualification in Finance or Business preferred (MBA, MA, MS, CPA, CFA)
- Experience in Publicly Traded Companies/SEC Compliance
- 3+ years of SEC reporting experience
- Big 4 or National Firm Public Accounting experience preferred
- Knowledge of GAAP and SEC reporting
- Assistance with departmental projects and initiatives
- Technical Writing Experience

Key Attributes:

- Strong interpersonal skills including excellent written and verbal communication skills
- Must thrive working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful and efficient
- Experience in international companies working with all levels of management
- Ability to hire/train/mentor staff

Direct Reports

- None
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