

CLIENT OVERVIEW

This organization is the nation's leading provider of high quality care and support solutions. Its goal is to enable the highest level of personal independence and meaningful lives for its clients. The company is committed to delivering a gold standard in care through our attentive and well-trained staff who support making it possible to keep people comfortably and safely within their homes and communities.

ROLE DESCRIPTION

Reporting to the Chief Accounting Officer, this position will serve as the Company lead in the preparation and timely filing of all SEC filings and other external reporting and will act as the subject matter expert on SEC rules and regulations.

ESSENTIAL DUTIES

- Plan, lead and manage all SEC reporting functions, including the preparation and review of annual reports, 10Ks, 10Qs, earnings releases, 8Ks, S-8s, and others, and XBRL tagging.
- Work with other internal and external groups, including: legal, strategy, FP&A, investor relations, operations, in executing reporting requirements.
- Design and build-out the SEC reporting structure and evaluate external reporting software solutions and implement as appropriate.
- Prepare and ensure the accuracy, completeness, and integrity of the company's financial statements and footnotes, management's discussion and analysis and other components of filings in accordance with GAAP and SEC requirements.
- Assist with the annual proxy preparation process and shareholders' reports.
- Assist with SOX compliance efforts and ensure relevant internal control procedures are in place and executed.
- Work with accounting team and external auditors to support annual audit and quarterly reviews, as necessary.
- Assist the investor relations team with various investor deliverables such as earnings releases, investor Q&A and other presentations.

Director of SEC Reporting

REQUIREMENTS & SKILLS

- Bachelor's Degree in Accounting or equivalent is required.
- Must be a licensed Certified Public Accountant (CPA).
- A minimum of 7 years of experience is required, with experience at Big 4 public accounting firm preferred.
- Experience with SEC reporting requirements.
- Comprehensive and current understanding of US GAAP and applicable SEC reporting standards, treatments, and disclosures, including recently issued accounting pronouncements required.
- Public company experience required.
- Knowledge of Sarbanes Oxley and internal control frameworks.
- Excellent analytical skills, strong attention to detail.
- Ability to prioritize and multi-task and work under deadlines.
- Outstanding oral and written communication skills.
- Ability to develop strong working relationships with cross-functional partners and various levels of senior leadership.
- Exhibit the highest ethical standards while demonstrating accountability and ownership.