



Sr. Manager, External Reporting & Compliance

CymaBay Therapeutics, Inc. a publicly-traded, clinical-stage biopharmaceutical company based in Newark California.

Summary: Seeking a qualified, highly motivated, experienced Sr. Manager of External Reporting & Compliance. This position is a key role with overall accountability and responsibility for all aspects of SEC reporting, technical accounting, and SOX compliance. The individual in this role will coordinate and prepare all SEC filings, research and document technical accounting matters and advise and assist with their application. Assist in building the infrastructure, processes and controls to become fully Sarbanes-Oxley compliant. This position interacts extensively with finance personnel and advisors, executive management, and external auditors.

Essential Functions and Job Responsibilities:

- Coordinate and participate in the preparation of quarterly reports (10-Qs), annual reports (10-Ks) and other applicable SEC filings
- Support the preparation of quarterly earnings releases and financial presentations
- Develop, communicate and manage external reporting calendar
- Work cross-functionally with finance, department managers, and other stakeholders, including the external auditors, to ensure financial reporting-related deliverables are completed in a timely manner
- Maintain an understanding of current/applicable GAAP and SEC/financial reporting requirements; use this knowledge to prepare the Company's financial statements and footnotes
- Coordinate with external auditors and ensure support and information requests are provided timely for financial statement reviews and audits
- Assess impact of new and proposed accounting standards.
- Draft position papers to determine proper accounting treatment and update accounting policies as applicable
- Monitor significant corporate events, including significant contracts, and ensure proper and timely disclosure.
- Perform contract reviews and assess complex accounting transactions as necessary and document appropriate accounting treatment
- Provide guidance to operational finance personnel to ensure significant or complex accounting transactions are properly recorded and disclosed
- Participate in close activities for complex accounting areas such as revenue, stock-based compensation, cash flow statements, EPS calculations, and other complex accounting transactions
- Assist with the implementation and management of the Company's SOX compliance effort
 - Maintain internal control documentation
 - Update documentation to reflect current controls
 - Facilitate and support control testing
 - Support auditors and advisors on all SOX related activities to ensure SOX 404b compliance
- Review, maintain and improve the Company's corporate policies and procedures on an ongoing basis and ensure overall compliance
- Provide strategic analysis of financial data and ad hoc financial reporting, as needed



- Assist with other projects such as financial systems implementations and process improvement initiatives as necessary

Minimum Qualifications:

- CPA and Big 4 audit experience required
- Bachelor's degree in Accounting/Finance
- Minimum of 5 years of relevant experience
 - Life science industry experience preferred
 - 2+ years of SEC and/or SOX experience preferred
- Ability to multi-task and effectively manage to achieve critical deadlines
- Ability to work in a team-oriented environment
- Self-starter, strong work ethic, able to work independently with minimal supervision
- Desire to continuously improve finance processes, systems and controls
- Strong written and verbal communication and interpersonal skills
- Proficiency in Word, Excel and PowerPoint
- Experience with mid-tier ERP/accounting systems (Sage, Microsoft Dynamics, NetSuite, etc.)