



Position Title: Manager, SEC Reporting

About Palisade Bio

Palisade Bio is developing novel therapeutics designed to improve human health through therapeutic protection of the gastrointestinal mucosal barrier. Our initial focus is combatting the interruption of GI function (ileus) following major surgery in order to reduce recovery times and shorten the duration of patient hospital stays. Additionally, Palisade believes that its investigational therapies have the potential to prevent the formation of postoperative adhesions (reducing hospital re-admissions and additional surgeries), as well as to address the myriad health conditions and complications associated with chronic disruption of the gastrointestinal mucosal barrier.

Position Description

We are currently seeking a Manager, SEC Reporting to join our experienced accounting and finance team in Carlsbad, CA. This newly created position will be responsible for and participating in a variety of key finance and accounting activities, including SEC financial reporting, month-end close, the development and monitoring of policies and internal controls for compliance with Sarbanes-Oxley, stock plan administration and accounting, internal financial reports, clinical trial accounting, management of external audit, and other administrative functions. We are looking for a strong team player who enjoys drug development and has the ability to communicate and collaborate in an interdisciplinary environment.

Primary responsibilities of this position include:

- Responsible for preparation of the quarterly and annual financial reports with the SEC, including drafting financial statements, footnotes and MD&A and the disclosure checklists
- Assist with the preparation of other SEC filings (e.g. 8-Ks, offering documents, Form 3s, 4s, 5s, etc.)
- Prepare quarterly equity compensation work papers to support equity and EPS footnotes
- Prepare Consolidated Balance Sheet, Consolidated Income Statement, Statement of Cash Flows, Statement of Stockholders' Equity and Form 10-K and 10-Q support binders
- Review XBRL tagging prepared by 3rd party service provider
- Organize supporting documentation for quarterly reviews and the year-end financial statement audit
- Assist in preparing management reports, fluctuation analyses and other deliverables as part of the monthly accounting close package.



- Participates with internal staff on account reconciliations and month-end close
- Responsible for the preparation of certain routine close processes including journal entries and account reconciliations for stock-based compensations, contingent liabilities, and other complex or non-routine transactions and other assigned areas.
- Manage and administrate the stock compensation and ESPP plans including the equity administration system
- Responsible for ASC 718 stock compensation and equity accounting, including stock-based compensation, expense calculation and assumption evaluation.
- Drives implementation of new internal control procedures and company-wide accounting policies, including updating internal documentation
- Interacts with external audit firm on internal control process
- Manage SOX compliance efforts and assists with identifying process improvements, implementing changes and ensuring best practices
- Assists team with monitoring clinical study and other key contracts to determine GAAP expense estimates for clinical trial and other contract accruals
- Holds discussions with people outside of finance to ensure understanding and alignment between third party (contract) work being performed and the accounting impact of such work
- Assists with accounting research, including assessment of technical accounting standards on corporate transactions or agreements
- Liaison with the finance department, internal legal counsel, stock plan provider, transfer agent, and external auditors.
- Perform other tasks as requested, including ad-hoc analysis

Qualifications/Requirements

Education and/or experience:

- Bachelor's degree in accounting
- CPA certification
- Four to six years work experience; some public accounting experience is preferred
- Strong technical accounting background
- Combination of public accounting / private industry experience is ideal



Special skills/knowledge

- Must be comfortable working in a small team environment
- Hands on
- Collaborative
- Results-driven
- High level of enthusiasm and energy
- Ability to demonstrate flexibility and integrity
- Outstanding interpersonal, and communication skills
- Advanced excel skills
- Ability to successfully manage multiple projects with competing priorities and tight deadlines in a fast-paced environment
- Ability to thrive in a highly entrepreneurial, fast paced, and efficient environment
- Strong written and communication skills; and an ability to work effectively with a diverse team of co-workers in a dynamic environment
- Comfortable interacting with external stakeholders such as auditors, audit committee members and other consultants
- Life science / biotech experience a plus

