

## Position title: Senior Manager Internal and External Reporting

The role of the Senior Manager Internal/External Reporting is to develop a repeatable process to provide monthly, quarterly, and annual financial reports to internal and external stakeholders and ensure that the adequacy of the financial statement disclosures and internal controls are maintained at the highest level. This person will also oversee all technical accounting.

### Competencies

- Demonstrates deep expertise in complex technical accounting issues.
- Demonstrates strong analytical skills and well-structured communication skills both written and oral.
- Demonstrated ability to work in fast-paced environment and meet reporting deadlines on a consistent basis. Able to produce significant output with minimal wasted effort.
- Demonstrates and appropriate balance of confidence and humility.
- Strong attention to detail. Does not let important details slip through the cracks.
- Demonstrated strong interpersonal and leadership skills and effective in working collaboratively with cross-functional team members and external partners (audit/tax/valuation specialists)
- Self-starter with ability to work independently on daily basis, requiring strong organizational skills, initiative and high ethical standards

### Responsibilities

- Manage the Company's 2015 audit & quarterly reviews; including oversight and preparation of required support schedules and prepare the financial statements including all relevant accounting disclosures in accordance with SEC standards and GAAP by Q2:2016.
- Develop and manage on-going financial reporting standards and processes to align the business to support quarterly and annual reporting requirements for its current and future stakeholders (including those of a publically traded company) by Q3:2016.
- On a monthly, quarterly, and annual basis, manage the evaluation of complex equity and debt transactions, including issuance of warrants, private equity financings, employee equity related compensation, and other complex accounting treatment as required; including clear and precise documentation for presentation to our external auditors. Work with department heads to provide technical accounting support and provide feedback and support/recommendations on various business decisions (e.g. revenue models, collaboration agreements, licensing agreements etc.)
- Assist Vice President Finance and Administration with evaluation of accounting and business systems and implementation of accounting system by Q4:2016
- Manage the implementation of options tracking software by Q2:2016.
- Lead the Company's effort to evaluate and implement procedures to ensure compliance with SOX by Q4:2016.



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- On an on-going basis, provide key support on special projects relating to fundraising and capital structure.
- Partner with VP Finance and Administration to plan and evaluate the implications of international subsidiaries and assist in the consolidation of future structures.

#### QUALIFICATIONS

- Bachelor's degree in Accounting or Finance, Masters a plus
- CPA with public accounting/Big 4 experience highly preferred
- 7-10+ years relevant accounting experience, strong technical skills sought with expertise in public-company reporting, multi-national experience a plus

#### Location

- Charlestown, MA