

Controller

We are seeking a skilled Controller to join us in our new office in Englewood, CO. The Controller will be responsible for the accounting and financial reporting functions of the Company. Major duties include the following:

- Responsible for general accounting and monthly general ledger close process. Ensure month-end closing of books provides accurate and timely financial reporting.
- Maintain the general ledger and chart of accounts; ensure that transactions affecting all accounts of the Company are recorded in accordance with GAAP and are accurate and within the appropriate accounting period.
- Assist in documenting and implementing procedures required for compliance with the internal control requirements of Sarbanes-Oxley Act.
- Effectively administer and manage all Payroll, A/P, A/R, and Fixed Assets related activities.
- Oversee sales order process (including generating invoices and collections of accounts receivables).
- Coordinate quarterly reviews and annual audit process with outside auditors.
- Provide support for the company's SEC filings (as needed).
- Oversee the preparation and submission of all tax filings (federal & state, Delaware, property, sales & use).
- Assist in the implementation of the company's new ERP and general ledger system.
- Hire, train, and manage accounting staff members.

Qualified candidates must possess the following:

- Minimum of 10 years of related experience including a background in the management of an accounting staff.
- Prior experience in a publicly traded company.
- Prior experience with financial management in a high growth, fast paced environment.
- Minimum of undergraduate degree in accounting and/or finance required.
- CPA or MBA preferred.
- A background in the biotechnology and/or medical device industry a plus.
- Cost accounting experience in a manufacturing environment a plus.
- Expertise with QuickBooks; experience with other GL and ERP systems a plus.
- Strong knowledge of GAAP accounting required.
- Knowledge and public company experience with the internal control requirements of Sarbanes-Oxley Act; experience with a company's first year implementation a plus.
- Advanced level Excel and Word skills.
- Strong communication and interpersonal skills.

Send your resume to: careers@viveve.com