

Job Title:	Director of SEC Reporting	Approved:	12/12/25
Job Classification:	Salary	FLSA Status:	Exempt
Department:	Finance	Reports To:	CFO
Location:	Vista, CA		

The Role:

The Director of SEC Reporting will assist in SEC Reporting and Technical Accounting and reports to the CFO. The Director will be responsible for external financial reporting to the SEC including 10Q, 10K, 8K and proxy statements. The Director will serve as the technical accounting subject matter expert and will need to keep up to date on various new and existing accounting pronouncements.

Essential Duties and Responsibilities:

- Manage the timely and accurate preparation of all external financial reports, including those filed with the SEC on Form 10-Q, 10-K, and 8-K, ensuring financial statements are in accordance with GAAP guidelines.
- Prepare and manage the quarterly SEC reporting calendar, including coordination with external auditors, executives, finance, legal and investor relations departments.
- Coordination and oversight of the Financial Statements to include, Balance Sheet, Income Statement, Statement of Cash Flows, footnotes, and MD&A
- Responsible for the preparation and compiling of supporting documents for all SEC filings, ensuring the process follows SOX as relevant.
- Develop and monitor external reporting process, including the review of the Company's process narratives and policies.
- Research new and proposed accounting standards issued by the SEC and FASB and document technical issues impactful to the Company.
- Stay abreast of changes and activities within the Company and industry to ensure their effects are properly reflected the Company's financial statements.
- Partner with cross-functional teams to prepare relevant materials and presentations consistent with SEC filings, including analyst presentations and other materials.
- Major participant in quarterly reviews and annual audit of financial statements by external auditors
- Performs other related duties as assigned.

Required Education and Skills:

- CPA Required
- Minimum of 5+ years of direct experience with SEC reporting and preparation of financial statements and footnotes of public companies
- Strong US GAAP and SEC regulatory acumen and understanding of financial reporting requirements (including those around 8-Ks, 10-Qs, and 10-Ks)

- Ability to take initiative and communicate effectively in a rapidly growing company
- Experience researching technical accounting
- Excellent MS Excel and Word skills
- Excellent verbal and written communication skills

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.