



SEC Reporting Manager

Minneapolis, Minnesota, USA

About us

Calyxt, Inc. is a consumer-centric, food- and agriculture-focused company. Calyxt is pioneering a paradigm shift to deliver healthier food ingredients, such as healthier oils and high fiber wheat, for consumers and crop traits that benefit the environment and reduce pesticide applications, such as disease tolerance, for farmers. Calyxt develops non-transgenic crops leveraging processes that occur in nature by combining its leading gene-editing technology and technical expertise with its innovative commercial strategy. Calyxt is located in Minneapolis-St. Paul, MN, and is listed on the Nasdaq market (ticker: CLXT).

For further information please visit our website: www.calyxt.com

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Job Summary

Reporting to the CFO, this newly created position will lead the SEC reporting and will be responsible for the production of the quarterly and annual financial statements filed with the SEC. The ideal candidate will have a solid foundation in SEC reporting, technical accounting, including stock-based compensation and be able to perform technical accounting research as required. This person will also develop and maintain the Company's accounting policies, including assisting with the implementation of new accounting standards related to revenue and leases. The candidate should have experience with the requirement of Sarbanes Oxley (SOX) and will maintain and complete appropriate controls over financial reporting. This is a great opportunity to work for a public, fast paced, high growth company with ample room to make a difference with high senior management visibility.

Responsibilities:

- Lead the preparation of all SEC filings, including the preparation of all disclosures,
- Participate in monthly close procedures related to technical or judgmental areas
- Perform technical accounting research and provide guidance to accounting & finance teams, including the preparation of internal memos.

- Ensure compliance with rules, regulations, and disclosures under US GAAP and SEC, including the development and maintenance of accounting policies.
- Assisting with the preparation of earnings releases, including financial exhibits, conference call script, and other communications / presentations for accuracy and completeness.
- Interact directly with independent auditors on quarterly reviews and annual audits.
- Completing XBRL tagging for SEC filings and manage SEC filings within WDesk.
- Collaborate with the controller of accounting operations to establish and ensure compliance with SOX requirements
- Identify and promote process improvement to streamline business procedures and systems.
- Collaborate directly with FP&A on consistency of financial reporting, including non-GAAP financial information and chart of accounts structure.

Required Qualifications:

- Bachelor degree in Accounting or Business Administration with accounting focus.
- 6-8 years experience strong technical accounting background including GAAP and SEC reporting
- Experience researching and preparing accounting analysis for complex transactions
- Excellent written, and verbal communication skills with the ability to work cross functionally
- Very high attention to detail
- Ability to meet tight deadlines, and prioritize contending workloads
- Big 4 public accounting and SEC reporting within a public company needed

Preferred qualifications:

- Certified Public Accountant (CPA), Preferred
- Familiarity with SAP

Contact: Please send resume and motivation letter to CLX_SEC_2018-09@calyxt.com